

**WESTCOMM Board of Directors Meeting
Chicopee Public Safety Complex
Training Room
110 Church St, Chicopee
June 7, 2019**

In Attendance:

Stephen Crane, Longmeadow Town Manager
John Beaulieu, Chief of Staff, Chicopee
Paul Pasterczyk, Treasurer, WESTCOMM
Andrew Vernon, Chicopee IT
Jay Macsata, Longmeadow FD
Erin Hastings, Executive Director, WESTCOMM
Chad Thompson, Procurement Manager, Longmeadow
Denise Moreau, Chicopee IT
William Jebb, Chief, Chicopee PD
John Stankiewicz, Chief, Longmeadow PD
Robert Stocks, Lt, Longmeadow PD

1. Meeting was called to order at 11:05am by Chair Stephen Crane
2. Discuss WESTCOMM logo was removed from Draft Agenda
3. Motion to accept minutes from 5/30/19 made by John Beaulieu, 2nd by Stephen Crane, passed unanimously
4. Report from the Executive Director on
 - a. Grant status – Erin Hastings advised that out of the \$1.3 million awarded for FY18 there is about \$200,000 available to spend
 - b. Shed build outs – Jay Macsata advised the Longmeadow shed has been delivered. They will need a small amount of money for some equipment. He will work on getting a quote. Erin stated she is meeting with D&D Masonry for a second quote on the Grattan St. shed expansion. John Beaulieu advised that the school department has a mason. Erin will check to see if Holly Davis already contacted them.
 - c. Consultant Bids– Erin advised she received 4 bids for the Consulting Contract. Horizon Technologies was the lowest bidder. She recommended the Board sign the contract with them. Stephen Crane made a motion to accept contract. John Beaulieu seconds the motion. Passed unanimously.

- d. Update on IMC meeting – Erin advises IMC has changed how they bill the Dispatch Module. It is no longer 10 plus users. You must pay for exact amount and they only had us quoted for 12. She will contact them for more information.
 - e. Erin advised that she needs a budget modification signed in order to submit the Zetron and SigComm move for reimbursement. It just needs the wording to add the equipment. No money has to be moved. She also asked if Chicopee IT has shielded CAT 5 cable. Denise advised they could order a box because it was something they could use.
 - f. Erin stated she had concerns about the IT portion of WESTCOMM with Denise's departure. Chief Jebb is meeting with Andrew Vernon on Monday and asked Erin to be present. They will attempt to identify gaps and discuss solutions.
 - g. Spectrum – Erin advised she has received objections to 5 out of the 6 pairs of frequencies. She has contacted the SWIC for options and will look into legal options as well
5. New communities exploring options to join WESTCOMM – the Board will request a letter of intent from the Select Board or Mayor's office with an offer regarding financial responsibilities before meeting with any new community
6. Hiring Process
- a. Guidelines for postings
 - i. Open positions shall be posted for a minimum of 15 days
 - ii. Open dispatcher positions shall be posted at a minimum on each member community's website, CJIS job posting site, State 911 job posting site, and MCSA job posting site. The Board also recommends posting positions in MMA Beacon and MassLive
 - iii. Other open positions shall be posted on each member community's website and at least 2 other locations
 - iv. The Board of Directors reserves the right to wave posting requirements due to operational needs.
 - b. Guidelines for interviews
 - i. The interview board shall consist of the Executive Director or his/her designee and the Chiefs of each municipality belonging to the District or their designee
7. Employee wages and benefits – The Board is requesting input from HR Directors from Chicopee and Longmeadow after reviewing the Employee

Handbook. They also would like to put Legal Counsel on retainer for WESTCOMM, preferably someone that can handle labor laws and look into technology issues. Erin stated she looked into merit based bonuses and was not finding favorable recommendations. She is requesting 8 step raises at 3% but only if employees meet minimum requirements of Employee Performance Reviews. Board moves to table discussion until next meeting

8. Next meeting – scheduled for Thursday, June 20th at 11:00am
9. Motion to adjourn by Stephen Crane at 11:59am, 2nd by John Beaulieu, passed unanimously