

**WESTCOMM Board of Directors Meeting
Chicopee Public Safety Complex
Training Room
110 Church St, Chicopee
June 20, 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
William Jebb, Chief, Chicopee PD
John Stankiewicz, Chief, Longmeadow PD
Robert Stocks, Lt, Longmeadow PD
John Dearborn, Chief, Longmeadow FD
Frank Cervone, Chicopee IT
Daniel Stamborski, Chief, Chicopee FD
Jim Clark, Chicopee PD

1. Meeting was called to order at 11:05am by Chair Stephen Crane
2. Draft Agenda approved
3. Motion to accept minutes from 06/07/19 made by John Beaulieu, 2nd by Stephen Crane, passed unanimously
4. Report from the Executive Director on
 - a. Horizon contract – Erin has expressed concerns about adding to scope of work of Horizon while items from first contract are still outstanding. Horizon is seldom available when needed to answer questions. It was agreed that Jay Macsata will set up a conference call with Horizon, Erin and Chief Dearborn to discuss the issues.
 - b. IMC screens – Erin has requested each department to determine number of dispatch screens they will need and are willing to pay for and provide a number by Friday.
 - c. CJIS – WESTCOMM has been granted CJIS access. CJIS supplied a list of items to purchase. Erin has submitted it to Integrated Partners.

- d. FY20 Grant Application – State 911 advised the grant approval will be conditional on WESTCOMM supplying make and model numbers on mobiles and portables and also needs to address the encryption requirements for the radios. Jay has supplied the model numbers. Erin reaching out to Horizon for official quote.
 - e. TPX – Erin has requested new quotes breaking out Longmeadow phones
 - f. Shed – Erin has 2 quotes on the shed and a third company scheduled to come out and look at it earlier next week. Beaulieu advised that the school department has a mason. Erin will check to see if Holly Davis already contacted them.
- 5. Spectrum – Erin checked into relicensing business class spectrum. Melissa Nazarro, SWIC advised it could take up to a year, there would be interference issues because it is not as well regulated and we need to prove to FCC that there is no other public safety frequency available. Jay is working with some of the agencies that sent back objections to our letters of concurrence to change their minds.
- 6. IT Consultant – Erin advised she has been receiving a great deal of help from Chicopee and Longmeadow IT. Integrated Partners has a good amount of information to start developing the network. She feels WESTCOMM will be in good shape until October when she can hire an IT person.
- 7. Interviews – WESTCOMM has received 95 resumes to date for the open positions. Erin has reviewed them and pulled 26 with experience for interviews. She has requested to form an interview panel for the first round and then bring the finalists to the Chiefs for the second round of interviews. Board approved. First round will be set up for 6/27 and 6/28. Final round with Chiefs scheduled for 7/2 and 7/3
- 8. HR Issues
 - a. Erin has sent the personnel manual to Chicopee and Longmeadow HR departments for review, waiting for feedback.
 - b. Group Health Insurance - Stephen Crane made a motion “that Western Massachusetts Communications District accept the provisions of Chapter 32B Section 10 of Mass. General Laws, authorizing the District to provide a plan of contributory group life insurance, group accidental death and dismemberment insurance, and group general or blanket hospital, surgical, medical, dental and other health insurance for certain persons in the service of such district and their dependents be accepted by this district.” 2nd by John Beaulieu. Motion passes unanimously.
 - c. Health Insurance Contributions – Stephen Crane made a motion “that Western Massachusetts Emergency Communications District accept the provisions of Chapter 32B Section 7A of Mass. General Laws authorizing

the District to contribute a rate greater than 50% towards contributory group life insurance, group accidental death and dismemberment insurance, and group general or blanket hospital, surgical, medical, dental, and other health insurance for certain persons in the service of such district and their dependents.” 2nd by John Beaulieu. Motion passes unanimously.

- d. Percentage of Health Insurance Contributions – Stephen Crane made a motion for WESTCOMM to provide HMO and Non-Indemnity Health Insurance plans to employees of the District in which the employer contributes 68.5% towards an individual plan and 61.4% towards a family plan and also indemnity products at a rate of 50% employer contribution. 2nd by John Beaulieu. Motion passes unanimously.
9. Timeline for transition – Erin advises WESTCOMM is planning on having civilians take over dispatching for Chicopee Police on August 5th, Chicopee Fire on September 9th and Longmeadow Police and Fire on October 1st.
10. New Business – Erin inquired how IMC services should be billed. Board agreed entire bill should go to WESTCOMM
11. Next meeting scheduled for 6/26 at 11:00am in the Chicopee Public Safety training room.
12. Motion to adjourn made by John Beaulieu at 12:15pm. 2nd by Stephen Crane. Passed unanimously.