

**WESTCOMM Board of Directors Meeting
Chicopee Public Safety Complex
Training Room
110 Church St, Chicopee
June 26, 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
Holly Davis, LT, Chicopee PD

1. Meeting was called to order at 11:07am by Chair Stephen Crane
2. Chairman removed discussion of Retiree health from Draft Agenda
3. Paul Pasterczyk advised of spelling error on minutes from 06/20/19 section 8b, line 3 og should be of. Motion to accept minutes from 06/20/19 with correction made by John Beaulieu, 2nd by Stephen Crane, passed unanimously
4. Update on spectrum – Erin, Deputy Macsata and Chief Dearborn had a conference call with Dan from Horizon. Waiting on 1 letter of concurrence to secure FB8 channel. Working with vendor representative for several communities to get LOCs signed. Also attempting to relicense business spectrum. Goal is to have excess for expansion. Stephen would like to make State 911 aware of difficulty obtaining Spectrum and increase their involvement in the process. He will set up conference call with Erin and Frank Posniak.

5. Radio consultant contract – Erin, Chief Dearborn and Deputy Macsata also addressed new contract with Horizon to make sure it contained deliverables. Erin will send to State 911 for approval before we send purchase order.
6. Cash flow assessment – Erin has been working on the assessment but is requesting a meeting with Paul to finalize. She is unsure how to break down the timeline. Stephen requesting State 911 to have Support and Incentive Grant ready to be signed on October 1st. He will include the discussion in the conference call.
7. Transition Report – Erin has developed a transition report that addresses getting personnel hired and trained into WESTCOMM and how to get uniformed officers back out on the street. Stephen would like the report to also contain the cash flow information and higher level goals and objectives. Chiefs to review report and suggest changes.
8. HR Issues – Erin has 26 interviews scheduled for Thursday and Friday. She will narrow down candidates to bring to Chiefs. Chief Jebb will send a copy of background check release form for candidates to sign. Erin will contact Paul Anzotti and Occuhealth for psych evals and physicals. Erin inquired about the shift times. Chiefs prefer 7-3, 3-11, 11-7 so dispatchers are settled in before officers change shift. Erin also advised she will need a meeting in the near future to discuss policies and procedures and SOG's.
9. Erin inquired the billing procedure. She will check district agreement but believes it states to bill quarterly. She would like to have first bill due October 1st for operating money.
10. Next meeting is scheduled for July 10, 2019 at 11:00am
11. Meeting adjourned at 11:52am