

**WESTCOMM Board of Directors Meeting
Chicopee Public Safety Complex
Training Room
110 Church St, Chicopee
September 18, 2019**

In Attendance:

John Beaulieu, Chief of Staff, Chicopee
Erin Hastings, Executive Director, WESTCOMM
John Dearborn, Chief, Longmeadow Fire
Jay Macsata, Deputy Chief, Longmeadow Fire
Chad Thompson, Longmeadow
Holly Davis, LT, Chicopee Police
Andrew Vernon, Chicopee IT
Paul Pasterczyk, Treasurer
Gary Fontaine, Captain, LPD
Robert Stocks, LT, LPD
Nicholas Jorge, Longmeadow IT

1. Meeting was called to order at 10:01pm by Chair John Dearborn
2. Motion to approve agenda made by John Beaulieu. Seconded by John Dearborn. Motion passed unanimously.
3. Motion to accept minutes from 09/10/19 made by John Beaulieu, 2nd by John Dearborn, passed unanimously.
4. Quarterly bills – Paul Pasterczyk inquired as to status of State 911 commitment of 75% of WESTCOMM's budget. It is needed to determine estimated assessment sent to municipalities. WESTCOMM should prepare a 25% assessment to guarantee cash flow. Chief Dearborn will put call into Frank Pozniak at State 911
5. October 1 opening status
 - a. Staffing/IT manager – Erin states she has 7 candidates in background and the posting for the IT manager was submitted today

- b. Microwave – The dish has been installed on the tower. The fiber connection from tower/shed to Station 7 needs to be a priority. Vern has vendors looking at it today.
 - c. Extreme Network – Erin has concerns that it will not be completed on time. She stated WESTCOMM will be able to remote in to IMC in Longmeadow temporarily if the network is not complete
 - d. TPX – Phone install is scheduled to be completed next week. We need to look at fail over connection. Vern will be kept in the loop.
 - e. Longmeadow door, cameras and intercoms almost complete
 - f. IMC – on track
 - g. Chicopee FD radios – have been installed in Consoles
 - h. CFD Zetron – Move into WESTCOMM has been completed. There are some minor issues with the Zetron performance that Chief Stamborski and Erin are addressing with LW Bills
 - i. CFD Vision 21 – Vision 21 was moved on Sept. 17 with no issues
 - j. Fiber – CELD working with Fiber company to get finished, on track
 - k. Shed build out – Chad mailed contract to AJ Crane
 - l. CJIS – Erin is still waiting on delivery of equipment however it will not affect opening date.
 - m. The Board requests considering a soft opening for WESTCOMM for the first week of October and an official opening ceremony of sorts on October 21st
6. New business – Capt. Fontaine and Lt. Stocks have concerns that Longmeadow is unaware of the final picture after transition. They are concerned that when WESTCOMM is up and running that Longmeadow goes dark without any real preparation of their personnel. Erin has offered to meet with them to address any concerns. They would also like to have an officer in WESTCOMM for a little while after it is open to understand processes between the two agencies.
7. Next Board meeting scheduled for Wednesday, October 2nd at 10:00am. Operations meeting scheduled for Tuesday, September 24th at 10:00am.
8. Meeting adjourned at 10:54am