

WESTCOMM
BOARD OF DIRECTORS MEETING COMBINED
WITH FINANCE COMMITTEE AND
OPERATIONS BOARD MEETING

DECEMBER 4, 2020 11:00 A.M.

Google Meet Meeting

[HTTPS://MEET.GOOGLE.COM/SBN-XIJV-QQQ](https://meet.google.com/SBN-XIJV-QQQ)

In Attendance:

Lyn Simmons, Longmeadow Town Manager
John Beaulieu, Chicopee
Paul Pasterczyk, Treasurer, WESTCOMM
Erin Hastings, Executive Director, WESTCOMM
Khristy Lord, Deputy Director, WESTCOMM
JoAnn Kupiec, WESTCOMM
Chad Thompson, Longmeadow Purchasing
Evan Brassard, Monson Town Administrator
Mary McNally, Town Manager East Longmeadow
Steve Kozloski, Chief, Monson Police
William Jebb, Chief, Chicopee Police
Jay Parker, WESTCOMM IT
Robert Stocks, Chief, Longmeadow Police
Paul Morrissette, Chief, East Longmeadow Fire
Carl Mazzaferro, Longmeadow Police
Brain Harris, Chief, Monson Fire
Andrew Vernon, Chicopee IT
Jeffery Dalessio, Chief, East Longmeadow Police

1. Meeting called to order 11:05 A.M. Rollcall done: Present were Lyn Simmons, John Beaulieu, Evan Brassard, Mary McNally. 4 Present.

2. Approve & or Modify minutes from 11/13/2020: John Beaulieu made the motion, Mary McNally 2nd the motion, 4 yes, and motion passed.

3. Old Business: 645 Shawnigan Drive: Commitment letter was received from the Bank. Attorney is asking for revised requirements on the closing.

Extension on due diligence on survey. The Environmental survey is complete.

Brickwork needs to be done on the building, estimated cost to repair \$83,000, as well as boiler issues, estimated cost to repair \$6,000. These costs to be deducted from the cost of the Building. These quotes came from A.J. Crane, who is a D-Cam certified vendor.

Radio System: Finished CPD & CFD, CPD went live last week, CFD, this week.

There were volume issues, those were fixed and leveled out, radios sound good.

Site work to Pondsides: Antenna online today.

UPS placed onsite.

At the next Board of Directors meeting, a time line will be developed regarding East Longmeadow's radio system. Erin would like to move quickly on this, 3-4 months for East Longmeadow to be up and running.

Grid test to be done making sure of the coverage, and issue portables and mobiles.

Finance Committee update: Nothing at this time.

It was suggested that at the next meeting the Compensation to the current Treasurer and any future Treasurers, be added to the agenda for discussion.

The job description for the Treasurer to be sent to current Treasurer for review.

A grant was applied for and awarded through MIIA. WESTCOMM was awarded \$ 2,000. These funds will be used for headsets for the Dispatchers.

Modification to the District Agreement: The Sub-Committee will reconvene to discuss recommended changes, and will bring back to the full board for approval.

4. New Business: Fire Update: None at this time.

Police Update: Radio issues and Racial Bias Protocols, to be discussed in the Operations Board meeting being held after the Board Meeting.

5. New Business not anticipated within 24 hours: Regarding 645 Shawnigan, The Board is Ok with signing the commitment letter for the mortgage. The next step will be the bank appraisal, with the closing scheduled to be on January 18, 2021.

Chad and Erin will work to get bids going on Architect and Construction.

An Oversight Manager was suggested as a good idea, perhaps Horizon Technologies, as they have been used frequently in the past.

The Board will meet to make sure the RFQ has everything in it.

WESTCOMM's 1 year anniversary is coming up on December 10th. Erin and Khristy have activities scheduled for the Dispatchers.

Staffing update: 5 are currently in training, certified in 40 hours, with one additional starting December 14th. 27 out of 28 dispatching positions will be filled at that time.

6. Adjourn: A motion was made by Lyn Simmons and 2nd by Mary McNally to adjourn. Roll call was done, 4 yes, meeting adjourned at 11:38 A.M.