

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

APRIL 9, 2021 11:00 A.M.

Google Meet Meeting

[HTTPS://MEET.GOOGLE.COM/FYA-JVWJ-XPI](https://meet.google.com/fya-jvwj-xpi)

In Attendance:

Lyn Simmons, Longmeadow Town Manager
John Beaulieu, Chicopee
Paul Pasterczyk, Treasurer, WESTCOMM
Erin Hastings, Executive Director, WESTCOMM
Chad Thompson, Longmeadow Purchasing
Jennifer Wolowicz, Interim Monson Town Administrator
Mary McNally, Town Manager East Longmeadow
Steve Kozloski, Chief, Monson Police
Robert Stocks, Chief, Longmeadow Police
Carl Mazzaferro, Longmeadow Police
Brain Harris, Chief, Monson Fire
Andrew Vernon, Chicopee IT
Marie Laflamme, Treasurer, Chicopee
Mark Williams, Chief, East Longmeadow Police
Stephen Longergan, Town Accountant, East Longmeadow
John Dearborn, Chief, Longmeadow Fire
Paul Morrissette, Chief, East Longmeadow Fire
Jamie Farnum (Messer), Town Accountant, Monson
Khristy Lord, Deputy Director, WESTCOMM
Stuart Beckley, Town Manager, Ware
Christopher Gagnon, Chief, Ware Fire
Jay Parker, WESTCOMM IT
Alec Krohto
John Hillburger
Holly Davis, Chicopee Police

1. Meeting called to order 11:02 A.M. Rollcall done: Present were Lyn Simmons, John Beaulieu, Mary McNally, 3 present. Jennifer Wolowicz joined the meeting after roll call was made.
2. Approve & or Modify minutes from February 26, 2021 and March 3, 2021 meetings: John Beaulieu made the motion, Mary McNally 2nd the motion, 3 yes, and motion passed.
3. Old Business:

645 Shawinigan Drive: Erin will schedule a meeting with Chad Thompson, and Kaestle Boos Associates.

Monson Savings Bank designed a sign, Erin sent it to the Board. Mary McNally questioned if it was appropriate, and Erin confirmed with building department and a permit was applied for. Marie Laflamme suggested the Law Department should review, the building department only knows restrictions. Mary McNally stated she was pretty sure there is a prohibition on it and will email East Longmeadow Town Counsel to determine.

Radios: The grants were spent and will be closing out.

John Chigos addresses any radio issues, radio system working well.

Erin: additional radios need to be purchased by individual departments. Mary McNally asked about timeframe to activate GPS, Erin responded with, not activated, at least until we are in the new building. Chief Morrissette stated, all set except for desktop consoles, the radios are on site but need to be installed. Erin will contact Horizon for a date.

Staffing: Erin stated 27 current full-time Dispatchers. Two new hires starting mid-April & three for mid-May which allows moving Supervisors offline and promote for 24/7.

John Dearborn stated ride alongs week of 4/19/21.

District Agreement: Lyn Simmons – Operations Board come up with recommendation assessment page 14. Chief Kosloski will schedule Chiefs to

review and recommend. Paul Pasterczyk – 2 points financial disagreed, timing payment of assessments, and entrance fee. Marie Laflamme is not in agreement with assessment payment schedule, would like Board to consider page 15. Paul Pasterczyk suggested 50% due on July 15, and 50% due on 12/15, Lyn Simmons reasoning: allocated in community budgets, WESTCOMM needs funds available. Marie Laflamme will consider that if changes in future. Lyn Simmons will bring to May meeting. Mary McNally had concerns of D/A including obligations committed prior to community signing. Erin questioned what Mary was referring to. Mary did not have notes at that time, but will send her the info.

4. New Business:

911 Liaison: Erin stated every Town/City required to have 911 liaison, email Erin with name of person & contact info.

National Public Safety Telecommunicators Week: Mary McNally made motion that Board of Directors endorses proclamation, John Beaulieu 2nd the motion, a roll call was done, 4 yes, motion passed.

Finance update: Paul Pasterczyk stated the Finance Board has not met, there are no updates at this time, he believes the transition from Peoples Bank to Monson Savings bank will be complete by May, and the Audit is on-going.

Fire Operations update: Chief Dearborn stated they met last week regarding the shared channel, and other minor things on their side but otherwise smooth operation, going well, no Dispatcher issues, Fire personnel are adapting.

Police Operations update: Chief Koszloski supplied an update regarding shared channel & policy development, the meeting was held at 645 Shawinigan Drive location.

IT update: Lyn Simmons inquired about a service level IT agreement between WESTCOMM and the towns, helpdesk ticket responsiveness, and a website creation. Erin stated they are working on a website design, hope to be up by end of next week. Request any email links and/or content requests for the website from everyone. Email links would like to see/support email, response to give an anticipated completion date. Dispatch room transition from Chicopee network to WESTCOMM network. Moll – responsibility identification radio inter-operability. Chief Kozloski questioned moving away from slack and transition to support email. Jay Parker stated in slack you receive instant notification, support off

hours, and no auto notification. Chief Dearborn requested a list of notification methods, for IT issues; portable radio, and critical infrastructure. Erin questioned if Police/Fire Departments have general email, WESTCOMM general email – burn permits, ACO, etc. Chief Dearborn – software, EAL-ESO lam responding, MOS – Image Trend, able to cover under S & I Grant. Reminded everyone of WESTCOMM’s support email. WESTCOMM IT will provide anticipated completion date to tickets

Erin Hastings stated the ribbon cutting for SEMRECC on Friday April 16, 2021 at 11:00 A.M., WESTCOMM using same Architects.

5. A motion was made by Mary McNally and 2nd by John Beaulieu to adjourn the meeting, 4 yes, meeting adjourned at 11:46 A.M.