

MEETING OF THE WESTCOMM BOARD OF DIRECTORS

JULY 17, 2024, 11:30 A. M.

ZOOM MEETING:

[HTTPS://US02WEB.ZOOM.US/J/83018704952?PWD=DB8QIQMTXGIIKBQHAUMD7YQMQNK47K](https://us02web.zoom.us/j/83018704952?pwd=DB8QIQMTXGIIKBQHAUMD7YQMQNK47K)
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ONE TAP MOBILE: 1-646-558-8656

MEETING ID: 830 1870 4952

PASSCODE: 131209

In Attendance:

Lyn Simmons, Longmeadow Town Manager
Tom Christensen, Town Administrator, East Longmeadow
Stuart Beckley, Town Administrator, Ware
JoAnn Kupiec, Admin Assistant, WESTCOMM
John Beaulieu, Chicopee
Jennifer Wolowicz, Town Administrator, Monson
Steve Kozloski, Chief, Monson Police
Nate Crowther, WESTCOMM
Wade Wilson
Steve

1. Meeting called to order 11:31 A.M. A roll call was done, present at the meeting were Lyn Simmons, Stuart Beckley, Tom Christensen, Jennifer Wolowicz, John Beaulieu. 5 Present.
2. Approve Meeting Minutes: A motion was made by Jennifer and 2nd by John to approve the minutes as written from the meetings held on 05/28/2024 & 06/07/2024, as written. A roll call was done, 5 yes motion passed.
3. Old Business: Building Update: Block walls were put up, colors were picked. Brick is picked out, job trailers are on site, and hot spots are on site.

Radio Update: Reach out to Ops and see what was discussed. RFP's gathered related to radio system design. Will check with Erin that she will be working on

those, some are encrypted, Lyn will work on getting the down loaded version. Jen suggested picking someone to be the lead, Lyn suggested Erin be doing this. Jen wanted a timeline for the RFP's, it was discussed about putting it out in September, and the Op's Committee should be involved. The final document should be on the agenda for the September Board of Directors meeting, which will be combined with the Op's Committee for a joint meeting.

4. CoMIRS System: Chief Kozloski will reach out to the State to request a presentation of the CoMIRS (Commonwealth of Massachusetts Interoperable Radio System) System. Programming & Repair time line to be provided to agencies as to what can be expected for turn around time.
5. New Business: Work Place Climate Assessment: Lyn made a motion to recommend a Work Place Climate Assessment be performed, without further discussion. A Roll call was done, 5 yes, motion passed. Stuart objects to the "without discussion" portion, it was explained that was on advice of counsel, Stuart still wanted it to be noted that he was objecting to that.
6. New Business: Finance Committee: Transfer Policy: Lyn questioned #3 bullet, 2, on who will approve the transfers. After further review, that is speed out in the language above that section. OTPS Needs to be spelled out in the Policy, there should not be acronyms in the policy.

A motion was made by Jennifer and 2nd by Tom to approve the transfer policy with having the acronyms spelled out. Discussion was had regarding monetary thresholds missing in the document. Lyn believes because there is now language in the document regarding transfers between different "buckets" of money having to be approved by the Board of Directors, makes this current document more secure. It was decided that a monthly report from Erin in her Executive Director Update, will include any transfers made. A roll call was done, 5 yes, motion passed.

FY 23 Audit: Treasurer Wendy Graves stated that there were only a few items that needed to be uploaded to complete the audit. She stated they are waiting to hear back from Marcum at this point. The Finance Committee requested to receive continuous audit updates until completed. Additionally, we suggested a timeline for FY24 audit should be addressed. Erin confirmed that a 3-year contract was signed with Marcum. The committee requested that any issues or management letter items be communicated as soon as they are known if applicable.

FY 26 Budget Calendar: That has been a huge improvement getting to what the Board of Directors is asking for – ready to use for the next budget, this should be put on the next agenda.

IT MOU – This should become a primary topic at the joint Board of Directors & Op's Meeting being held in September.

FY 25 Goals: Jennifer volunteered to create Goal Categories. Goals should be prioritized. Each member should prioritize goals that they gave. Jennifer believes Monson #1 goal would be the issues with the radios. Lots of goals on the list are duplicated, Jennifer offered to consolidate the list. Stuart asked if they are Board goals or goals for the Executive Director. The Board of Directors or Operations Committee will oversee the list. Jennifer will put together the complete list and will be sent to the Board for the next meeting.

Executive Directors Update:

Erin would like to recognize Emergency Communications Specialist Shadow Pereira for earning his stork pin on Tuesday July 9th. He assisted a 9-1-1 caller with delivering a healthy baby boy.

Erin would also like to recognize Emergency Communications Specialist Bailey Center for outstanding service. ECS Center was at work on the eve shift on July 9th when a BOLO out of Springfield came in for a red SUV involved in a kidnapping of a woman. Upon arriving home, Center noticed a red SUV parked in the lot that he usually parks in and recognized it as the potential suspect vehicle. Center immediately called into Westcomm to confirm the plate. Once confirmed, Westcomm alerted the Springfield Police Department. Upon arriving on scene, Springfield officers were able to rescue the victim still locked in the back of the SUV and place the suspect into custody.

Grant Awards

Westcomm has been awarded the following grants from the State 911 Department for FY25:

Support and Incentive \$4,276,938

Development Grant \$2,035,372

Training Grant \$243,490

We are still waiting on approval of our EMD grant. We requested \$20,982

Updates

Last month, we entered into a partnership with Dr. Renee Thornton, CEO of Pathfinder Resilience, (<http://www.pathfinderresilience.com/>) on her 2024 Leading High-Performance Cultures project, which launches on August 8th. We will be one of the pilot groups working with her to develop a path forward for a high performance culture at our Center.

FY25 Goals

Westcomm Team Goals:

Full staffing

EMD ACE Accreditation by December

Events to interact with responders to build relationship

Create a high performance culture

Recommended Board Goals

Review organization through District Agreement

Each Board member to observe in dispatch for a day to get a full understanding of Westcomm operations

Promote Westcomm to neighboring towns

Performance

In the month of June 12,749 calls were entered. We received 4 Field Feedback inquiries, 1 of which was unfounded. 0.02% error rate.

Hampden County Sheriffs

In the month of May, the Sheriffs handled 66 calls. 65 of those calls were handled in Chicopee and on the Chicopee frequency. All 65 of these calls would have been handled by Chicopee officers if not handled by the Sheriffs. Sheriffs have zero impact on operations.

Reorganization Vote: The vote is taken every two years to vote in the Chair, Vice Chair and the Clerk. A motion was made by Jen and 2nd by Lyn to open to the floor for Nominations for Chair, Tom Christensen was nominated and accepted. A motion was made by John and 2nd by Jennifer to close nominations, roll call was done, 5 yes. A rollcall was done to accept Tom as Chair, 5 yes, motions passed.

A motion was made by Lyn and 2nd by Jennifer to open Nominations for Vice Chair, Stuart was nominated and accepted. A motion was made by John and 2nd by Jennifer to close nominations, roll call was done 5 yes. A roll call was done to accept Stuart as Vice Chair, 5 yes, motions passed.

A motion was made by Stuart and 2nd by Lyn to open Nominations for Clerk, Jennifer was nominated and accepted. A motion was made by John and 2nd by Lyn to close nominations, a roll call was done 5 yes. A roll call was done to accept Jennifer as Clerk, 5 yes, motions passed.

Jennifer wanted it noted in the minutes that she would like to thank both Lyn and John for the great job they have done throughout the years they've been Chair and Vice Chair, they have been very instrumental and have done an outstanding job since the inception of WESTCOMM. Tom 2nd that statement.

7. Adjourn: A motion was made by John and 2nd by Jennifer to adjourn the meeting. A roll call was done, 5 yes, meeting adjourned 12:10 P.M.