

WESTCOMM

BOARD OF DIRECTORS MEETING

MAY 3, 2024 11:00 A.M.

GOOGLE MEET INFO: [HTTPS://MEET.GOOGLE.COM/CVE-VBEU-DPN](https://meet.google.com/CVE-VBEU-DPN)

PHONE: 1-609-491-2304 PIN: 265 923 738#

In Attendance:

Lyn Simmons, Longmeadow Town Manager

John Beaulieu, Chicopee

Erin Hastings, Executive Director, WESTCOMM

Tom Christensen, Town Administrator, East Longmeadow

Stuart Beckley, Town Administrator, Ware

Jennifer Wolowicz, Town Administrator, Monson

Wendy Graves, Treasurer, WESTCOMM

JoAnn Kupiec, Admin Assistant, WESTCOMM

1. Meeting called to order 11:04 A.M. A roll call was done, present at the meeting were Lyn Simmons, John Beaulieu, Stuart Beckley and Tom Christensen. Jennifer Wolowicz joined the meeting at 11:08
2. Building Update: The kickoff meeting was held, demolition has started, and walls are down in both the upstairs and downstairs. Transfer of ownership of the fence will be transferred to D.A. Sullivan, the trailer is expected to be delivered in 2 weeks. Meetings on the project will start to be held on a weekly basis.

Erin has reached out to Riana Burton of Socotec for the list of Sub-bids, just waiting to hear back from Riana.

Change Order Procedure: A procedure needs to be established now that demo has begun. Erin will report any change orders to the Board of Directors once per month. Any change order originally starts off as a PCO, then made into a change order after discussion. Both Lyn and Tom believe there should be a threshold. It was discussed that anything under \$50,000 Erin should approve, anything between \$50,000 and \$ 250,000 the Building Committee should approve, and anything over \$250,000 needs to be approved by the Board of Directors.

A motion was made by Jennifer Wolowicz and 2nd by Tom Christensen that a change order policy be established stating any change orders under \$ 50,000 Erin will approve, any change orders between \$50,000 and \$250,000 the Building Committee will approve and anything over \$250,000 will go to the Board of Directors for approval. A Roll call was done, 5 yes, motion passed.

Bond Update: The bond was issued on 4/25/24 by U.S. Bank Corporate Trust Services. The funds have been deposited into the bank account.

FY 22 Audit – The BOD is looking for a Management letter that should have come with the bound version of the audit. Erin was not sure if one was ever issued, but will reach out to Marcum and will include for the June meeting.

FY 24 Goals – The Executive Director goals will be the basis for the annual evaluation that will begin soon. Lyn recommends a separate meeting for goals and the evaluation process.

3. New Business: FY 25 Goals & Annual Evaluation process – the BOD asked Erin to work on goals with Staff and give an update. So far the list is as follows:

Team Goals:

- Full staffing
- ACE EMD Accreditation by December
- Events to interact with responders to build relationship

Board Goals

- Review organization through District Agreement
- Operations Committee change to working group. Only meet when requested by ED for major policy change. Interactions are one on one with a liaison.

Executive Director Goals

- Move into new building
- Fight for Operations Manager
- Fight for Training Manager
- Secure new CAD
- Update and maintain website
- Meet with Chiefs individually and regularly
- Promote the agency
- Effort to expand the agency
- Keeping team updated with administrative actions

The BOD will hold off on FY 25 Goals and Annual Evaluation process until a separate meeting is held. Lyn will work on getting dates together between now and the June meeting. A virtual meeting can be held if needed.

When discussing the Executive Director's annual evaluation there is language in the current contract that states the Board of Directors shall review and evaluate the Executive Director once each calendar year in the month of November. Said performance review shall be based on the goals and objectives developed and mutually agreed upon by the Board.

Finance Committee Report – the Transfer Policy & Approval will be added to the June meeting agenda, for the Boards approval.

Operations Update – There were several motions that were given to the Board of Directors, from the Operations Board. They were asked to start a conversation and have open discussions on a new Radio vendor. It was suggested that the Board meet with the Operations Board at a joint meeting to have a discussion. It was suggested the meeting be held in June if the tower is live. Jennifer suggested having the meeting anyway to discuss issues that all the Communities may have. It was also suggested that the Operation Board attend the June meeting, but to make sure there will be a quorum.

One of the motions that was made by the Operations Board was regarding radio channels to be added. This has since been resolved.

Another motion that was made had to do with accessibility to Radio System Keys. Erin does not think this is a safe practice, but the discussion can be a part of the joint BOD/Ops meeting in June. Ops can plead their case at that time. It was questioned the intent of the motions from the Operations Board, they will be asked at the June meeting for clarification. Operations needs to be clear on their agenda items for the June meeting.

IT Sub Committee Update: None at this time.

Executive Directors Update: Since the last Board meeting, Westcomm Admin staff met with Ware Police and Fire Chief for a check in. Meeting went well. Happy with our services. The meeting was productive and set a template for how Admin should be interacting with depts.

NPSTW - Khristy and Erin were in training all week. Audra handled. PNCU, Sheriff's, Longmeadow PD, Chicopee Fire made donations of food and other

items to dispatchers. Weeklong celebration of everything they do.

9-1-1 Goes to Boston. Erin took a personal day to organize the event and educate legislators about bills we have for reclassification as 1st Responders and move from Group 1 to Group 2 retirement

Performance

In the month of March, 12,488 calls were entered. We received 1 Field Feedback inquiry which was unfounded. 0% error rate.

Hampden County Sheriffs

In the month of March, the Sheriffs handled 61 calls. Every call was handled in Chicopee and on the Chicopee frequency. All 61 of these calls would have been handled by Chicopee officers if not handled by the Sheriffs. Sheriffs have zero impact on operations.

Radio

Had the Chiefs send me all of their radio issues. Met with WC IT/Radio to prioritize the list. Met with Horizon to establish a timeline and will meet with Chiefs to discuss.

Erin has been meeting with Both Chiefs from each Community. This may work better than a big Ops Meeting to hash out issues, and bring to the Board of Directors if necessary. The Operations Board can let the BOD how these meetings are going, at the joint meeting set for June.

The Horizon contract will be discussed at the June meeting.

4. New Business not reasonably anticipated within 24 hours: None at this time.
5. A motion was made by Jennifer and 2nd by Tom to adjourn the meeting. A rollcall was done, 5 yes, meeting adjourned at 12:14 P.M.