

# MEETING OF PUBLIC SAFETY COMMUNICATIONS COMMISSION

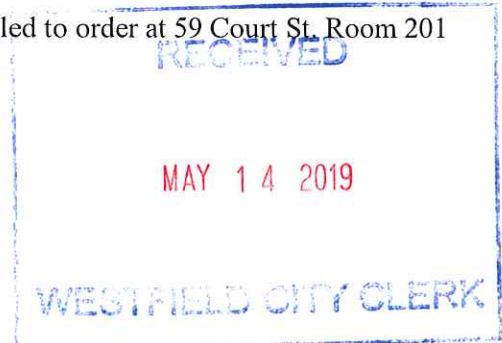
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## WESTFIELD, MASSACHUSETTS

WEDNESDAY, March 13, 2019

The Public Safety Communications Commission meeting was called to order at 59 Court St. Room 201 Westfield, MA at 6:00 p.m. by Lenore Bernashe.

Roll Call: Commissioner Nunez – Present  
Police Chief Camerota – Present  
Interim Fire Chief Egloff – Present  
Commissioner Emmings – Present  
Commissioner Bernashe – Present



Open Participation: No one from the public was present to address the Commission.

Approval of Last Meeting Minutes: Commissioner Nunez made a motion to accept the minutes from the January 9<sup>th</sup> meeting. Chief Camerota seconded the motion. All Commissioners in favor. The minutes were signed.

New Business: Administrator Barszcz announced the dates of National Telecommunicator Week, which are April 14<sup>th</sup>-20<sup>th</sup>, 2019. Because of the furniture remodel project in the center happening that week, Administrator Barszcz and the dispatchers will be observing this recognition time during the prior week.

Administrator Barszcz also advised the Commission of the efforts happening state wide to reclassify 911 Telecommunicators out of clerical workers and into the protective services category for retirement purposes and with the Office of Management and Budget. There are two bills that have been introduced into the House of Representatives and the Senate under the 911 Saves Act.

Lastly for new business, Administrator Barszcz was approached by Southwick Fire Chief Anderson to assist with their EMD-QA program. Chief Anderson had initially asked if Westfield Dispatch was willing to take on the review of calls if they were to outsource. Administrator Barszcz advised the Commission that during the course of the conversation with the Chief, that three ideas were discussed. One being Southwick outsourcing their medical call review to Westfield Public Safety; Second, Southwick hiring a new part time position for the QA program to which a member of Westfield Public Safety could apply for; and lastly, Westfield Public Safety helping Southwick educate and implement a program to be run by a member of Southwick Dispatch. Administrator Barszcz felt as though the best solution to assist Southwick would be for Westfield Public Safety to introduce Southwick to the program they have created and are using for effective call review. With that new knowledge, Southwick could

send one of their dispatchers or a dispatch supervisor to the certification course for EMD-Q so they wouldn't have to outsource at a potentially higher cost. Chief Egloff advised that the fire department uses an outside company to review all their ambulance runs because of possibly the same issues that Southwick is probably running into in their center. Chief Camerota urged Administrator Barszcz to clear any of this project through the law department.

Old Business: At the last meeting in January, the Commission gave approval to appoint a second Lead Dispatcher for the center. Since then, the position was offered to Dispatcher Kelly Garfield who declined to accept, to which the offer was presented to Dispatcher Matthew Hartmann. Dispatcher Hartmann accepted and is now the second Lead Dispatcher for the department as of March 11<sup>th</sup>. He is working a rotation of two evening shifts, then two day shifts, opposite of Lead Dispatcher Gustafson. Administrator Barszcz advised that each Lead will have their own responsibilities for the center, for some examples: conducting the quality assurance on medical calls, starting a new QA program for police and fire calls, coordinating new hire training as well as continuing education training for the current employees.

Director's Report:

Grant/ Budget Update: Out of the FY19 Training and EMD/ Regulatory Compliance Grant, there is approximately \$5,000 left to use for training course fees and personnel costs associated with sending employees to classes. Chief Camerota asked if that was enough to get the department through trainings until the rest of the fiscal year. Administrator Barszcz answered that all dispatchers except one have completed their requirements for continuing education hours and that the money will be used to send anyone to extra classes they want to sign up for. The FY19 Support and Incentive Grant money allocated for personnel salaries has all been used. The City will be getting reimbursed out of this grant for the new furniture, totaling \$73,448.75, and in the amount of \$4,466 for the purchase of network switches through the IT department. Commissioner Bernashe asked if Administrator Barszcz could look into the potential of having the FY20 Support and Incentive Grant cover at least a portion of the radio maintenance fee that the Technology Department budgets for annually in the amount of \$60,000.

Development Grant: Administrator Barszcz will be submitting an application for the FY20 Development Grant on behalf of the City of Westfield, the Town of Southwick, and the Town of Southampton in hopes of receiving funding for professional services to begin a regionalization project. The Town of Easthampton declined to participate, citing they were going in a different direction. The funding being requested is in the amount of \$75,000 to find and hire a consultant to conduct a feasibility study of the three communities and their dispatch operations. Westfield's Mayor Sullivan along with the Select Board of Southwick and the Southampton Town Administrator have signed attestation letters to send forth with the grant application. Chief Camerota asked Administrator Barszcz to find out how many regional communications centers exist in Massachusetts.

New Furniture Project: The new consoles are being delivered and installed by Xybix beginning on Tuesday, April 16<sup>th</sup>, 2019. The installation is projected to be done by Friday that week and will be done while dispatchers are working live. Members from IT as well as the DPW electrician will be working alongside the State 911 department to strip the old furniture and reinstall all necessary wiring and equipment during the week as desks are reassembled. Commissioner Bernashe advised the Commission that she received a quote to have the sprinkler compressor moved from the dispatch room into the mechanical closet and may utilize the electrician during the week of the furniture install to complete the move.

Navigator Conference: Two dispatchers have been chosen to attend the annual IAED Priority Dispatch Navigator Conference being held April 24<sup>th</sup>-26<sup>th</sup>. Lead Dispatcher Christine Gustafson and Dispatcher Lauren Wiggs will be attending the conference in National Harbor, Maryland. Lead Dispatcher Gustafson will be recognized for her completion of the CCM Scholarship Program at the conference's closing luncheon and Dispatcher Wiggs was the only other interested in attending this year.


Announcement of Next Regular Meeting: Wednesday, May 8<sup>th</sup>, 2019 at 6:00 p.m.

Motion to Adjourn: At 6:40 p.m., Chief Camerota made a motion to adjourn, the motion was seconded by Commissioner Nunez. All Commissioners in favor; meeting adjourned.

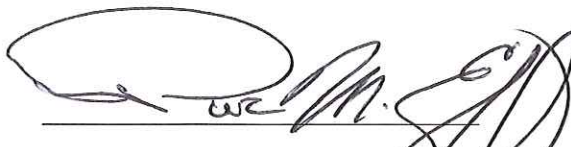
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Commissioner Lenore Bernashe




Commissioner John Camerota, Chief of Police



Commissioner Patrick Egloff, Interim Fire Chief



Commissioner Hipolito Nunez



Commissioner Richard Emmings