

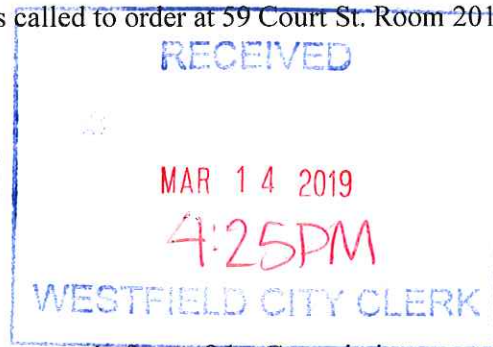
MEETING OF PUBLIC SAFETY COMMUNICATIONS COMMISSION

WESTFIELD, MASSACHUSETTS

WEDNESDAY, January 9, 2019

The Public Safety Communications Commission meeting was called to order at 59 Court St. Room 201 Westfield, MA at 6:01 PM by Lenore Bernashe.

Roll Call: Commissioner Emmings – Present
Commissioner Bernashe – Present
Police Chief Camerota – Present
Temporary Fire Chief Hart – Absent
Commissioner Nunez – Absent



Open Participation: No one present who had anything to present in front of the Commission.

Approval of last Meeting Minutes: Commissioner Emmings made a motion to accept the minutes from the November 14th meeting. Chief Camerota seconded the motion. All Commissioners in favor. The minutes were signed.

New Business: Administrator Barszcz requested the Commission to consider appointing a second Lead Dispatcher per the union contract. As the contract is written, “up to three Lead Dispatchers (1 per shift) may be offered. Positions are contingent on funding, staffing needs, and employee qualifications.” According to the contract, staffing levels must meet a “minimum of nine full time ETDs.” The staffing level in the department will be at eleven full time dispatchers once the most recently hired is done with training, which is projected to be February 4th. Although, through the end of February, one Dispatcher will be out on FMLA, leaving a short term vacancy to be filled. In the first week of March, staffing is projected to allow three dispatchers scheduled per shift and two Leads. In regards to funding, two Lead stipends (total of \$7,000) had been budgeted and approved for FY19. Also per contract, the Lead Dispatcher positions will be offered “based on seniority of ETDs with proper qualifications.” Dispatcher Kelly Garfield fits these requirements.

Commissioner Bernashe made a motion to appoint a second Lead Dispatcher position by extending the offer to Kelly Garfield contingent on staffing levels in March. If Dispatcher Garfield declines the position, it will then be extended to the next senior ETD with proper qualifications, Matthew Hartmann. Chief Camerota seconded the motion.

Commissioner Emmings – Yes / Commissioner Bernashe – Yes / Chief Camerota- Yes

Old Business: Commissioner Bernashe advises there is no old business.

Director's Report:

Personnel Update:

- One dispatcher will be out on FMLA for half of January and all of February, to return in March. Per union contract, the per diem dispatcher is filling the shifts she is able to which is at least one a rotation. The other open shifts will go out to voluntary overtime and then the Lead will fill any that are forces on the days she is already scheduled.
- Since re-setting the per diem rate as of January 1st, the per diem dispatcher has been willing to fill as much of the eligible open shifts as possible, even seeking out to participate in department training as continuing education.
- Dispatcher Trainee Margaret Terkelsen has completed and passed all necessary certification courses with superior scores on tests. She is projected to be off of training February 4th.
- One dispatcher advised Administrator Barszcz that they may be applying for a job elsewhere, sighting a needed schedule change.

Lead Dispatcher Classification: Christine Gustafson was appointed as Lead Dispatcher in December 2017 and has written with a request to renew her classification as Lead, per union contract. Administrator Barszcz has considered the request and approves of the reappointment. The Commission put a motion forth to reappoint Lead Dispatcher Christine Gustafson for a second year, Commissioner Emmings seconded. All Commissioners in favor.

Grant/ Budget Update: Administrator Barszcz advises that half of the State 911's Training and EMD grant is spent. There are more trainings to register for in the spring, the annual IAED Navigator conference being one of them is set for April. Out of the State 911's Support and Incentive grant, all money approved for personnel costs has been submitted for reimbursement. The Public Safety overtime budget may need a transfer, as well as temporary employee from full time salaries.

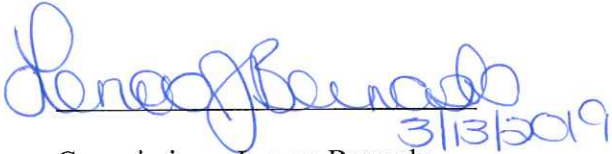
New Console Furniture Project: The new console quote was put into a contract that was signed by all and Administrator Barszcz is working with Xybix to finalize a furniture layout that will work with all wiring.

Text to 911: As of December 14th, text messaging can reach a live 911 center. The Westfield Detective Bureau put out an advertisement post on their Facebook page. Since then, the dispatchers have only received two real 911 text messages, one was a test of the system and the other was by mistake. Administrator Barszcz also updated the Commission about the national 911 outages that occurred on December 28th. Westfield Public Safety only was affected for less than five minutes and most of Massachusetts answering points were considered down for about twenty hours. The FCC is now investigating the incident.

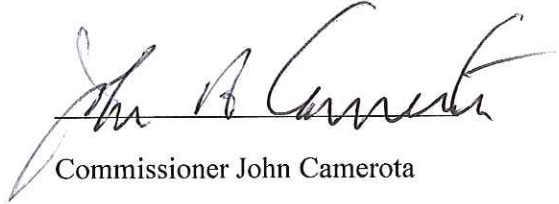
Announcement of Next Regular Meeting:

Wednesday, March 13th, 2019

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

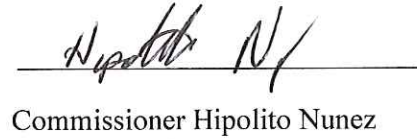


Commissioner Lenore Bernashe

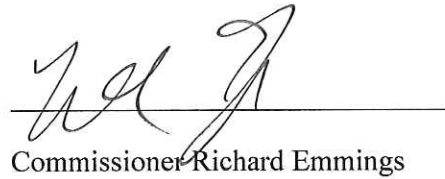


Commissioner John Camerota

Commissioner ~~Andrew Hart~~ ^P



Commissioner Hipolito Nunez



Commissioner Richard Emmings