

RECEIVED

MEETING OF PUBLIC SAFETY COMMUNICATIONS COMMISSION

APR 16 2021

Wednesday, February 10, 2021

WESTFIELD CITY CLERK

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §20, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the City of Westfield Public Safety Communications Commission will be conducted via remote participation. Specific information can be found on the City of Westfield website at www.cityofwestfield.org. For this meeting, members of the public who wish to listen to the meeting may do so by tuning into Channel 15 or Channel 12 or online at westfieldtv.org or online at Youtube.com - Westfield Community Programming Channel. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the City's website an audio recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

The Public Safety Communications Commission meeting was remotely called to order at 5:00 p.m. by Commission Chair Bernashe.

Roll Call: Commissioner Bernashe – Present
Police Chief Valliere– Present
Commissioner Emmings – Present
Commissioner Cowles – Present
Fire Chief Egloff – Present

Approval of Last Meeting Minutes: Commissioner Emmings made a motion to approve the minutes from the last meeting which was held on December 8th, 2020 and Commission Chair Bernashe signed on behalf of the full board. Chief Egloff seconded the motion. Roll call was taken.

Chief Valliere- Yes/ Commissioner Emmings- Yes/ Chief Egloff- Yes/ Commissioner Cowles- Abstained/ Commissioner Bernashe- Yes
All in favor.

New Business:

Per Diem Appointment:

Dispatcher Margaret Terkelsen provided a letter of resignation from full time in December which also stated that she was seeking approval to work in a per diem status.

Commissioner Cowles made a motion to vote to appoint Margaret Terkelsen in a Per Diem status. Chief Valliere seconded the motion. Vote was taken.

Chief Valliere- Yes/ Commissioner Emmings- Yes/ Chief Egloff- Yes/ Commissioner Cowles- Yes/ Commissioner Bernashe- Yes
All in favor.

Old Business: Administrator Barszcz advises there is no old business.

ETD Candidates for open, full time position: Commissioner Bernashe addressed two candidates that were in attendance on the Zoom meeting. She explained that the Commission was the appointing authority for the Public Safety Communications Department and that the process for choosing a candidate for the one open ETD position would be to ask the candidates questions, deliberate, and then offer the position to the voted upon person. Commissioner Bernashe chose to start in alphabetical order between the two candidates and explained that the other person would be placed into a virtual waiting room while speaking with a candidate. Commissioner Cowles placed Cole Provost into a waiting status and Carly Falone was still present. At this time, there was a technical problem where the meeting was interrupted and all attendees had to re-enter Zoom. Once all were re-connected, Commissioner Bernashe addressed the candidate.

Carly Falone: Commissioner Bernashe asked Carly to tell a little bit about herself and why she wanted to be a dispatcher. Carly stated that she has been working on an ambulance for three years now and has had a lot of experience working with people but she didn't want to just work on the medical aspect. She wants to be a dispatcher. She briefly explained that there was one call that made her question her career path out in the field and thought that her skills would be best suited for the dispatch environment. She also told the Commissioners that she is hard working and dedicated and wanted to apply her skills in public safety communications. Commissioner Emmings asked Carly to follow up by saying what she thought her top two skills were. Carly replied that one skill is that she can stay calm under pressure and multitask while walking someone through instructions. Commissioner Cowles stated that working out in the field on an ambulance is different than helping someone over the phone. He asked if she thinks that her hands on experience would translate well to talking to a patient over the phone. Carly said that she believes she'd be very good at that since she has had to walk someone through life preserving measures in some of her previous work. Chief Valliere stated that he was looking at Carly's education and was wondering if she would want to pursue more schooling. Carly stated that she is always open to learning and taking new trainings or courses. Commissioner Bernashe asked the final question of, "What makes you the best candidate for this position?" Carly responded that she is a highly dedicated person and once she came to the conclusion that she wanted to be a dispatcher, she set her mind to doing it. She also said that trust is important and she knows she will be someone that callers and responders can trust.

At this time, Commissioner Bernashe requested that Carly be put into the virtual waiting room and Cole be brought into the meeting to speak.

Cole Provost: Commissioner Bernashe asked Cole to tell a little bit about himself and why he wanted to be a dispatcher. Cole stated that his father was a police officer and he himself volunteers on the Granville Fire Department as a firefighter and EMT. He said that having a public safety background peaked his interest into other fields like dispatching. He advised the Commission that he has a friend who was a dispatcher in Westfield and another friend who is currently a firefighter in Westfield and after talking with them, he thought dispatching was a good fit for him. Commissioner Emmings asked

Cole to follow up by saying what he thought his top two skills were, to which Cole replied, "multitasking and being a calm, cool, and collected person." Commissioner Cowles explained that working out in the field on scene of an incident is different than helping someone over the phone. He asked if he thinks that his hands on experience would translate well to talking to someone over the phone. Cole said that some tasks that he was responsible for now use his communication skills and feels like it would be a good transition. Chief Valliere told Cole that he was impressed by his education listed on his resume and wondered if he would ever take the police officer exam. Cole stated that he was looking more and more at dispatching and said he wasn't interested in taking the civil service exam. Commissioner Bernashe asked the final question of "What makes you the best candidate for this position?" Cole replied that there was a build up to this point of applying for the job because he wants to begin dispatching and serve the community of Westfield.

Commissioner Bernashe then had Cole placed in a waiting status outside of the meeting along with Carly. The Commissioners deliberated over the candidates' resumes, CritiCall test results, and asked Administrator Barszcz about each of the candidates' formal interviews. Then they collectively went over the answers that each candidate gave for the questions they were just presented with. Then, Commissioner Bernashe requested both candidates be re-entered into the meeting.

Commissioner Bernashe explained that each Commissioner was going to state their choice for the final selection. She then restated that there was only one open position for appointment and the candidate not selected at this moment would be called back if the final candidate could not accept the position for any reason. Also, there is an active candidate list that the second candidate will stay on for 90 days should another position become open in the department.

Commissioner Emmings made a motion for each Commissioner to state the name of the candidate they choose to hire and then the full Commission would take a roll call vote on the candidate who received the majority. Commissioner Bernashe called upon each Commissioner to state their choice for final candidate:

Commissioner Emmings- Carly Falone
Chief Egloff- Carly Falone
Commissioner Cowles- Carly Falone
Chief Valliere- Cole Provost
Commissioner Bernashe- Carly Falone

Commissioner Emmings made a motion to put to vote the appointment of Carly Falone as the new full time Emergency Telecommunications Dispatcher. Chief Egloff seconded the motion. Vote was taken.

Commissioner Emmings- Yes/ Chief Egloff- Yes/ Commissioner Cowles- Yes/ Chief Valliere- No/
Commissioner Bernashe- Yes

From a four to one vote, Carly Falone was appointed as an Emergency Telecommunications Dispatcher.

Director's Update: Administrator Barszcz reported to the Commission on three items:


Dispatcher Recognition: Katelyn Gladding took a traumatic suicide call that she handled very well at the end of December. Will Serrano and Thanh Tong expertly worked a two alarm structure fire on Orange Street. Kelly Garfield had the highest score average for reviewed police and fire related calls and Thanh Tong had the highest score average for reviewed medical calls for the month of January.

Regionalization Update: Administrator Barszcz advised that she was approached by the Town of Southwick to begin talks again of starting a regional dispatch project. There is an urgency for the town to go to the already established regional center, WestComm. Before the town makes any final decisions they are interested in speaking with Westfield about their own joint effort.

Budget Update: The FY22 budget is currently being prepared, level funded. There will be an increase though, mostly because of the contractual increases in employee salaries and expected service agreements that tend to rise each year.

Next Regular Meeting: Announcement was made for the next scheduled meeting on April 14th, 2021.

Motion to Adjourn: At 5:52 p.m., Commissioner Emmings made a motion to adjourn, the motion was seconded by Chief Valliere. All Commissioners in favor; meeting adjourned.


Commission Chairperson Lenore Bernashe 4/14/2021