

MEETING OF PUBLIC SAFETY COMMUNICATIONS COMMISSION

Wednesday, May 11, 2022

The Public Safety Communications Commission meeting was called to order at 59 Court St. Room 201 Westfield, MA at 5:00 p.m. by Commission Chairperson Bernashe.

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

Public Comment: No one from the public wished to address the Commission and there was also no communications sent beforehand.

Approval of Last Meeting Minutes: Chief Egloff made a motion to approve the minutes from the last meeting which was held on February 2, 2022 which Commission Chair Bernashe signed on behalf of the full board. Commissioner Cowles seconded the motion. Roll call was taken.

Chief Egloff- Yes/ Chief Valliere- Yes/ Commissioner Emmings- Yes/ Commissioner Cowles- Yes/ Commissioner Bernashe- Yes

All approved.

New Business:

- a. Appointment of the Public Safety Communications Administrator: In accordance with City Ordinance Sec. 7-51.(b), the Administrator shall be appointed for a term of three years upon expiration of the previous term. Administrator Barszcz's first three year term expired September 4, 2021. Chief Egloff asked Administrator Barszcz for a brief list of accomplishments in the last three years. Administrator Barszcz reported some:
 - Updating all dispatch furniture within the center in 2019
 - Working through the pandemic and filling in for Emergency Management
 - Hiring multiple employees for the department, including per diem positions
 - Preparing and obtaining an approximate total of \$1.7 million in grant funding
 - Regionalizing dispatch efforts with the Town of Southwick

Commissioner Cowles made a motion to re-appoint Dispatch Administrator Nina Barszcz for a three year term. Chief Egloff seconded the motion. Roll call was taken.

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

- b. Contract Signature Authorization Form: Administrator Barszcz presented the annual Contract Signature Authorization Form to be filled out and signed by the Commission. Chief Egloff made a motion to designate Lead Dispatcher Matthew Hartmann and Commissioner and Technology Director Lenore Bernashe as back-up authorized signatories for the Public Safety Comm Department. Commissioner Cowles seconded the motion. Roll call was taken.

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

Old Business: No new business.

Director's Update:

- a. Dispatcher Recognition:
- Dispatcher Kelly Garfield was recognized for having the highest overall Quality Assurance average for the department in the month of April. Dispatcher Thanh Nguyen had the highest average for the month of March.
 - Lead Dispatcher Matt Hartmann, Dispatcher Nguyen, and former Dispatcher Margaret Terkelsen were informed by the police department they would be receiving Letters of Recognition for their involvement in an incident that had a successful outcome.
 - Dispatchers Carly Falone, Melissa Reyes, and Lead Dispatcher Hartmann received recognition by the fire department for a job well done during a structure fire that occurred at the end of April.
- b. Staffing: One of the dispatchers hired at the last meeting, Melissa Reyes, completed the training program and has been on shift independently for approximately four weeks. Trainee Alysha Wozniak is still in the training program and right now has a projected release date for end of July. Alysha will be gone from the center for a month's time on military orders for the Air Force. One employee is out on FMLA for five weeks and will return the second week of June. Administrator Barszcz advised that she did submit an employment requisition in order to hire an additional

position to start preparing for the transition with Southwick and was told the position would be posted after FY23 budgets were approved.

- c. Training: All dispatchers have completed their annual requirement of 16 hours of continuing education up until June 30th. Administrator Barszcz and Dispatcher Sabonis attended the IAED Navigator Conference in Nashville, TN and were able to experience a large amount of learning sessions. One big take away was “Dispatch Directed CPR” which could replace traditional hands on CPR certification for the telecommunicator. Administrator Barszcz stated she was grateful that the City allowed the opportunity for the trip.
- d. Grant/Budget Update: The one update about the upcoming budget was that the Mayor already cut \$16,000 from the OT line and a budget hearing date is being rescheduled. The three annual 911 grants are in the process of being prepared and will be mailed by the end of the month. There will also be amendments to the already submitted Development Grant application.
- e. Regionalization: Administrator Barszcz stated that the radio project to upgrade Southwick’s system is still in the process of being procured. The project went out to bid and only one radio vendor sent in a quote. The control stations that are being installed at the dispatch center will give the ability to communicate with Southwick via radio in the interim. Once those are installed and tested, a limited transition can begin during the overnight hours a couple nights a week until a full transition can take place which is still within the timeline of this coming winter. Administrator Barszcz also advised that the Regional Executive Board had their first meeting at the end of March.

Next Regular Meeting: Announcement was made for the next scheduled meeting on July 13, 2022.

Motion to Adjourn: At 5:43 p.m., Chief Egloff made a motion to adjourn, the motion was seconded by Commissioner Cowles. All Commissioners in favor; meeting adjourned.



Commission Chairperson Lenore Bernashe

