



**South Worcester County Communications Center
Webster, MA**

**Board of Director
Minutes**

for
May 28, 2014
Prepared by:

**CDRMaguire Inc.
Andrew Pellegrini**

Issued:
June 23, 2014
Next Meeting: **TBD @ Webster Town Hall**

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Bold Italic names were in attendance.

Date	Description	Responsible	Required By	Status
General Business				
052814.01	<p><u>Ms. Keefe</u> called the meeting to order at <u>10:05AM</u> The items below represent the discussion and actions taken by the Board of Directors at this meeting. <u>Mr. McAuliffe</u> motion to adjourn the meeting. Seconded by <u>Mr. Joseph</u>, all in favor. <u>11:12AM</u>.</p>			<i>Info</i>
052814.02	<p><u>Ms. Keefe</u> presented meeting minutes from the meetings of <u>May 8, 2014</u>. Motion to approve the minutes by <u>Mr. Joseph</u> Seconded by <u>Mr. Fox</u> Discussion: <u>None</u> Vote: <u>Unanimous to approve</u></p> <p><u>Ms. Keefe</u> presented Executive session meeting minutes from the meetings of <u>May 14, 2014</u>. These minutes will not be released until the Union negotiations are complete. Motion to approve the by <u>Mr. Fox</u> Seconded by <u>Ms. Keefe</u> Discussion: <u>None</u> Vote: <u>Unanimous to approve</u></p>			Record
052814.03	<p>The next meeting will be as follows, TBD Pending State 911 Response to FY15 Grant</p>			<i>Info</i>
011513.03	<p>Operations Committee is working on protocol and procedural guidelines for Police\Fire\EMS dispatching. The Op's discussed the idea of beginning the transition sooner than the anticipated start date and ideas for getting the various personnel to meet and get to know each other and the respective Towns. Further Conversation to follow.</p> <p>5/8/14 Tabled until the Director is hired.</p>			Ongoing
021214.08	<p>Seniority criteria will be discussed at the Operations group and presented at a future BoD meeting.</p> <p>3/6/14 It was agreed this would be tabled until a later BoD meeting.</p>	Ops		Ongoing
040814.07	<p>Mr. McAuliffe to meet with SEIU 4/10/14. Mr. McAuliffe. to report the outcome at the next BoD meeting.</p> <p>4/22/14 Mr. McAuliffe is waiting on a call back from Koppelman & Paige.</p> <p>5/8/14 Need a separate meeting for this item.</p> <p>5-28-14 Executive Session was held on 5-14-14 to discuss this item. Mr. McAuliffe to continue talks w/ SCIU as the decision makers are on vacation.</p>	Mr. McAuliffe	5/6/14	Open

040814.09	Ms. Keefe suggested the SWCCC should have an official stationary and logo that will not change as new communities are added.	Ms. Keefe	4/22/14	Open
BUDGET				
120313.04	DiLuzio to develop a cashflow projection based on the grant submission values and the target date for completion. It was agreed that Dudley should move in as close to the initial start date as possible so as to avoid any delays between training and implementation. No update provided at this time. 4/22/14 CDRM to develop a cash flow. 5/8/14 The State is anticipated to have the FY15 Grant back by the end of May which will help with finalizing the Cashflow Projections. 5-28-14 Still awaiting a response from State 911 on the FY15 Grant.	State 911	5/6/14	Open
042214.01	Equipment for Dudley Station Procurement needs to start. Chief Budrow to bring quotes to the next meeting. 5/8/14 Chief Budrow awaiting the State response for the FY15 Grant and would prefer to wait until then or the end of May to direct American Alarm to do work in Dudley. A meeting was held with CDR Maguire, American Alarm, Chief Budrow and Chief Wojnar and American Alarm needs about 2 weeks to do Dudley work, target for a start date would be end of June which is on American Alarm's Radar. 5-28-14 Still do not have a response from State 911 on the FY15 Grant.	State 911	5/6/14	Open
042214.02	The BoD is tracking an end of May Response from State 911 on the FY15 Grant Application. 5/8/14 BOD still awaiting Response from State 911. 5-28-14 BOD still awaiting Response from State 911.	State 911	5/29/14	Open
042214.03	It was discussed that a technology consultant is needed to review systems, policies and procedures, etc. Mr. Joseph suggested a Not to Exceed amount of \$9,999 to be approved. <i>Motion to approve the allocation of funds was made by <u>Mr. Joseph</u></i> <i>Seconded by <u>Mr. McAuliffe</u></i> <i>Discussion: <u>None</u></i> <i>Vote: <u>Unanimous to approve.</u></i> 5/8/14 Chief Budrow is concerned with the overall funding	Chief Budrow	5/6/14	Open

	and is confident that when the Director is appointed in June or July that he/she will be able to cover these responsibilities. 5-28-14 See above.			
052814.01	<i>Motion to approve NTE \$15,000 for Motorola to perform additional tower grounding requirements due to the results of the site soils testing was made by <u>Ms. Keefe</u> Seconded by <u>Mr. Joseph</u> Discussion: <u>None</u> Vote: <u>Unanimous to approve.</u></i>			Record
052814.02	<i>Motion to approve \$68,318.14 for April14 billings (\$51,253.14 – Eaton, \$17,065 – CDR Maguire) was made by <u>Mr. McAuliffe</u> Seconded by <u>Mr. Joseph</u> Discussion: <u>None</u> Vote: <u>Unanimous to approve.</u></i>			Record
SCHEDULE				
121713.01	Ops Committee will develop an outline schedule for hiring, training, and implementation based on a building occupancy of Mid-summer 2014. 3/6/14 Chief Bent forwarded a tentative schedule for review and comments. 3/19/14 Chief Bent reported the schedule remains as previously issued. Ms. Prefontaine asked it cross training could begin sooner. Op's will review and advise. 5/8/14 The BOOP's would like to have the Director hired prior to training. The budget modification for the Directors salary is still with the State. 5-28-14 Budget Mod. Still w/ State 911 for approval.	State 911		Ongoing
040814.01	It is anticipated that the new station/SWCCC will go live on or around 8/1/14	BoD	4/8/14	Record
042214.01	CDRM notified the BoD that there could be an issue with Verizon getting phones into the Building by 7/15/14. BoD and CDRM to investigate and try to speed the process up. 5/8/14 Verizon has been issued all there required PO's and is scheduled to tie-in conduit at the corner of Main/ Fredrick's St. the week of May 26. Verizon seems to be cooperating as multiple site visits from Verizon personnel have been taking place. 5-28-14 Verizon has tied conduits from Frederick St. to the new hand box, however it is old wooden conduit in Frederick St and Verizon is investigating whether or not they will have to dig to the manhole in Main St.	Verizon	5/6/14	Open

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CONSTRUCTION				