



South Worcester County Communications Center

357 Main Street • Webster, MA 01570 • 508-943-1212
Serving the Towns of Webster and Dudley, Massachusetts



Gregory Lynskey, Communications Center Director

SWCCC Board of Directors

Meeting Minutes for June 11, 2020 – Regular Session

Board Members Present: Chairman Doug Willardson, Jonathan Ruda, Randy Becker
Board Members Absent: John Marsi
Others Present: Gregory Lynskey, Dean Kochanowski, Steven Wojnar, Earl Gabor
Meeting Location: WPD Community Room

- Meeting called to order by Chairman Willardson at 10:10am.
- Chairman Willardson led the Pledge of Allegiance.
- Mr. Becker made a motion to approve the minutes from April 24, 2020. Second by Mr. Ruda. Unanimous vote.
- Mr. Becker stated he had no update to report regarding any conversations with Oxford but since things are starting to get back to normal he will attempt to reach out again. Mr. Willardson stated he had reached out to the Charlton Town Administrator who expressed some interest. He states he and Director Lynskey were going to attempt to have a further discussion with the Charlton Administrator however it had been so far unable to be scheduled. He will attempt to schedule again.
- Director Lynskey informed the board that Chief Wojnar was able to confirm that the funding had come in for the backup radio equipment and it had come in in the form of a grant. He stated that Chief Wojnar had confirmed that it is not necessary to have the funds spent by June 30. Director Lynskey stated he will work with D&R to start the process.
- Director Lynskey stated that the State 911 Support & Incentive Grant had been released for FY2021 and that we will be receiving an additional \$67,000. He stated this is the first increase in 3 years and that the increase will go to offset the local assessments. He presented the board with what the revised assessments would be which represent a decrease of 4.9% from FY2020. Director Lynskey also presented a revised assessment proposal in the event the board adopts the CY2019 Call Volume. Director Lynskey further indicated that for ease of reimbursement purposes he will be adjusting the grant to only cover straight time expenses and will move overtime expenses into the local budget. He presented a revised budget showing these changes. Mr. Becker made a motion to approve as presented. Second by Mr. Ruda. Unanimous vote.
- Director Lynskey provided the board with an update on COVID-19. He informed the board that one dispatcher ended up out for 10 days on a quarantine. The dispatcher was put out by her primary care due to some light symptoms however the PCP determined a test was not appropriate. He noted that cost was incurred for this absence and that cost is one of the transfers the board will be reviewing. Mr. Willardson asked about call volume. Director Lynskey stated he looked at call volume from May compared to May, 2019 and it was down about 7% however call volume seems to be starting to return to normal levels.

Board of Directors:

Doug Willardson - Chairman
Jonathan Ruda - Vice Chairman
Randy Becker - Member
John Marsi - Member

Operations Board:

Dean Kochanowski - Chairman
Michael Shaw - Vice Chairman
Steven Wojnar - Member
Brian Hickey - Member
Gary Milliard - Member

- Director Lynskey presented the Board with several transfers for year-end accounting purposed. He stated he was requesting a vote on one of them as it was a new account mid-year. The balance of the transfers did not require votes:
 - \$2,529.04 from Regular Overtime (621151 513000) to COVID Overtime (6421151 513000 COVID). Mr. Becker made a motion to approve, second by Mr. Willardson. Unanimous vote.
 - \$2,000.00 from Insurance Waivers (6421151 519025) to Part Time Other Labor (6421151 511041)
 - \$900.00 from Computer Equipment Maintenance (6421152 524015) to Building & Grounds Maintenance (6421152 524001)
 - \$3,554.79 from Employee Training (6421152 530008) to Telephone & Communications Maintenance (6421152 524006)
 - \$55.00 from Employee Training (6421152 530008) to Rentals & Leases (6421152 527000)
 - \$120.00 from Office Supplies (6421152 542000) to Office Equipment Maintenance (6421152 524007)
 - \$369.00 from Other Charges & Expenses (6421152 570000) to Office Equipment Maintenance (6421152 524007)
 - \$774.00 from Office Supplies (6421152 542000) to Office Equipment Maintenance (6421152 524007)
- Director Lynskey presented a proposed revision to the IMA in regards to the recommendation in the Town of Webster's financial audit to correct the discrepancy of Webster holding the finances but the dispatchers being employed by the SWCCC. Director Lynskey reminded the board that the auditors indicated this would mean SWCCC would need to become its own federal taxpayer. He stated that the change could simply be accomplished by adding the word "operator" to the line that describes the employees. Mr. Willardson and Mr. Ruda both stated they saw no issue with the change. Mr. Becker made a motion to approve. Second by Mr. Ruda. Unanimous vote. Director Lynskey stated he would provide each administrator with a copy of the change to have their Boards of Selectmen vote.
- Director Lynskey presented the Board with several policies for approval. He stated all had been recommended by the Operations Board and that other than the prisoner policy, all were administrative updates to correct outdated or conflicting data. He stated the prisoner policy was updated after an extensive review by the Webster Police Department. The Webster Police Department is responsible for the cell block operations and the dispatcher simply assist in monitoring the prisoners. He noted that several of the changes brought the policy in line with state regulations. The policy has previously been far stricter than state regulations required and as such there were times where a person may have been violating our policy yet complying with state regulations. Director Lynskey stated that unless anyone felt the need to vote each policy individually, that he would recommend approving all in one vote. Mr. Ruda asked about the School Crisis alerting system and if that involved the Dudley Schools. Director Lynskey stated Nichols College is on the system along with

the Webster Schools. He stated that Dudley schools were on the previous system but Charlton was not and after that company folded, Dudley Charlton had made the decision to wait to see what Charlton decided to do. Director Lynskey stated that Bay Path has since gone onto the same system and he had reached back out to Dudley Charlton for a status and they had indicated they weren't intending to go forward with a system at that point. Mr. Ruda suggested that Director Lynskey and Chief Wojnar have further discussions with Dudley Charlton Schools Chief Wojnar stated some extensive conversations were had and they were part of the selection process for a new product however chose not to implement. Mr. Becker made a motion to approve all policies as presented. Second by Mr. Ruda. Unanimous vote. The policies presented were:

- 1.10 Emergency Evacuation
 - 1.11 Hiring Process
 - 2.01 Shift-Schedules
 - 3.09 Emergency Medical Dispatch
 - 3.11 Monitoring of Prisoners
 - 3.18 CopSync Crisis Alert
- The Board set the next meeting date as September 10 @ 10am at the Dudley Town Hall.
 - Mr. Ruda made a motion to adjourn at 10:41am, second by Mr. Becker. Unanimous vote.