



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 January 16, 2020 – Regular Session – Budget Meeting

Board Members Present: Chairman Doug Willardson, Jonathan Ruda, Randy Becker
Board Members Absent: John Marsi
Others Present: Gregory Lynskey, Dean Kochanowski
Meeting Location: Dudley Fire Department, Training Room

- Meeting called to order by Chairman Willardson at 10:07am.
- Chairman Willardson led the Pledge of Allegiance.
- Director Lynskey presented the Board with his year-end report for Calendar Year 2019. The report will be submitted to both towns for their annual report books. Mr. Becker suggested adding a note of thanks for Peter Fox for his time on the Board and also adjusting any listing of percentages to be one decimal place.
- Director Lynskey presented the board with his FY2021 Budget Proposal. He provided information on each line item from the proposal. The following items were discussed in further detail:
 - Director Lynskey stated he was proposing a 3% salary increase for his pay rate. He reminded the board that a salary survey done one year ago brought his salary to 85% of the average of the survey. The proposal of \$84,600 would put it to 88% of the average of the 2018 survey, not adjusted for any increases the other directors had received.
 - Director Lynskey informed the Board that the Dispatcher line item was level service and the increases were strictly from contractual increases. Mr. Ruda asked where the pay lines up with the area. Director Lynskey and Mr. Willardson both indicated that during the last negotiations an extensive comparison survey was done and at the time our starting rate was a fair amount higher than average but our top step was average and in some cases lower than the immediate surrounding area. Director Lynskey indicated that FY2021 is the final year of the contract and a new contract would have to be negotiated next year.
 - Director Lynskey noted his desire to raise the part time rate to \$18.25 per hour during the first year, \$19.75 per hour during the second year, and \$21.00 per hour during the third year. He stated the part-time rates are trailing the area part time rates but these increases which are consistent with the 2.5% the full time dispatchers are getting will close the gap. Mr. Ruda asked if any of the part time dispatchers are part of the union. Director Lynskey indicated they are not as they are more effectively per-diem than part-time.
 - Mr. Ruda asked about the vacation incentive and was surprised that no one takes advantage of it. Director Lynskey indicated in the 4 years it has existed, only one person has taken advantage and that the contract allows for one week of carry over or one week of buyout but not both.

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 noted the main added cost in the expenses is a necessary preventative maintenance to the Uninterruptable Power Supply. He noted the importance of getting this done as another part recently failed that was under warranty and that failure took 3 months to get a new part and get the unit back online.
- Director Lynskey noted that there is some growing concern that the CAD/RMS system utilized by all agencies, IMC, might be seeing an end of life in the next few years. The new parent company is said to be offering potential incentives for migrating to one of their other products. Those costs and incentives are not known but it is a topic for the board to keep in mind as there could be some significant cost.
- Director Lynskey explained to the board the recent positive experience with utilizing a professional cleaning company to clean the consoles, inside and out, once per year under the State 911 grant. He suggested utilizing local funding to have the cleaning done a second time each year. The Board felt that it was in fact a small cost to ensure a clean and healthy environment.
- The Board asked what type of public education events the dispatchers have participated in and handed out supplies at. Director Lynskey stated there were 3 events in the last year, National Night Out, a safety day at the Boys & Girls Club, and a safety day at Bartlett High School.
- The Board discussed the Reserve fund. Director Lynskey noted that the \$10,000 line item is a requirement of the IMA that can serve both towards unexpected expenses in the current year as well as towards the reserve. Director Lynskey noted that it has never been needed for operating expense so typically is just unspent funds at the end of the year into the retained earnings, however he believes there will probably be a need to use some of it in FY2020 due to several unexpected absences causing a higher than normal use of overtime.
- Director Lynskey noted that the indirect costs are not currently known for FY2020 so the FY2019 costs will be used to estimate with two 2% increases factored in.
- Mr. Ruda asked if the increase in local assessments are caused strictly by increase costs. Director Lynskey noted that there has been no increase in the State 911 funding in the last 2 years while costs have increased. This situation requires the local appropriation to cover that increase. Director Lynskey stated FY2021 State 911 awards are not yet known, although they can't decrease. If they increase, the Board can vote to lower the local appropriation requirements if they so choose.
- Director Lynskey noted that once again there was no way to obtain actual 911 call volume per community due to a lack of reporting functionality in the NextGen 911 system. He said the topic was discussed at a recent State 911 meeting and testing of that reporting functionality is expected in Q1 of CY2020.

- Mr. Becker made a motion to approve the Budget as presented. Second by Mr. Ruda. Unanimous vote.

	Local	S911 S&I Grant	S911 Training Grant	S911 EMD Grant	Total
Personnel	\$ 330,038.00	\$ 443,763.00	\$ 17,030.00	\$ -	\$ 790,831.00
Expenses	\$ 81,532.00	\$ 39,180.00	\$ 20,901.00	\$ 12,470.00	\$ 154,083.00
Reserve	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 10,000.00
Indirect	\$ 257,140.00	\$ -	\$ -	\$ -	\$ 257,140.00
Total	\$ 678,710.00	\$ 482,943.00	\$ 37,931.00	\$ 12,470.00	\$ 1,212,054.00

- The Board set the next meeting dates and scheduled as follows:
 - February 13, 2020 at 10am @ Webster Fire Department
- Mr. Becker made a motion to adjourn at 1053am, second by Mr. Ruda. Unanimous vote.