



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 August 8, 2019 – Regular Session

Board Members Present: Chairman Doug Willardson, Jonathan Ruda, Randy Becker
Others Present: Gregory Lynskey

- Meeting called to order by Chairman Willardson at 10:25am.
- Chairman Willardson led the Pledge of Allegiance.
- The Board tabled welcoming the new member as Mr. Marsi was not present.
- Mr. Ruda made a motion to approve the regular session meeting minutes from June 14, 2019. Second by Mr. Becker. Unanimous vote.
- Mr. Becker stated he had a conversation scheduled with the vice-chairman of the Board of Selectmen in Oxford to gauge any current interest in the SWCCC. Director Lynskey also stated that Webster PD Chief Shaw had been contacted by the Leicester Police Chief about possible interest however Director Lynskey noted that Leicester is currently a part of another regional center which has received significant State 911 funds as a result and therefore, SWCCC would not be eligible for State 911 funding.
- Mr. Ruda stated that the funding for the backup center radio equipment is expected to be released by the state around October, however a solid date is not yet available. Senator Fattman has been the point of contact and further information is being sought from him.
- Director Lynskey stated that the budget transfer requiring a vote could be tabled after a follow up conversation he had with the Webster Town Accountant. Other avenues will be explored to balance prior year grants that have deficits.
- Director Lynskey presented the board with two year end FY19 transfers for their information. No vote was required.
 - \$246.00 from 6421152 530008 to 6421152 542000
 - \$30.00 from 6421152 524007 to 6421152 542000
- Director Lynskey provided the board with a year end recap of the FY19 Budget. Director Lynskey asked if the board had any questions. Mr. Willardson noted that only a very small amount of overtime was spent. Director Lynskey stated that Overtime is first spent out of the Support & Incentive Grant which was fully expended. Director Lynskey note that as a result of several grant items not being approved, the balance went towards overtime and that the total spent on overtime was nearly exactly what was budgeted.
- Director Lynskey presented a reserve fund report. The board asked about the current size of the reserve fund. Director Lynskey stated it is currently about 30% of the Operating Budget and that the IMA caps the fund at \$500,000. The Board stated that was very good but also much larger than typical reserve accounts. Director Lynskey stated that there is always the option for the Board to apply some reserve funds towards the operating budget but at the same time the Board needs to remember that there are multiple high dollar value systems

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

utilized that are all 5 years old and need to be kept in mind for forthcoming replacement. Director Lynskey specifically noted the radio console system was over \$500,000 alone.

- Director Lynskey presented a revised policy 2.05 Shift Filling-Overtime Procedure. Director Lynskey stated that the revision was approved by the Operations Board and that it is correcting two items related to filling of part time shifts. Mr. Becker made a motion to approve. Second by Mr. Ruda. Unanimous vote.
- Director Lynskey stated that the IMA automatically renewed on July 1 for a new 5 year period. He informed the board that there had been multiple revisions over the prior 5 year term and that none of the original signatory remained. Director Lynskey asked if the board thought it was worthwhile to print a current clean copy of the IMA and have the current Boards and Administrators sign it. The Board stated that since it was an automatic renewal, it is not necessary to generate a new copy at this time.
- Director Lynskey reminded the Board that this November marks 5 years of operation for the SWCCC. Director Lynskey suggested having a small event similar to the 1 year anniversary to include inviting surrounding communities. The Board agreed and suggested holding immediately following the November meeting.
- The Board discussed next meeting dates and scheduled as follows:
 - September 26, 2019 at 10am @ Dudley Fire Headquarters
 - November 7, 2019 at 10am @ Webster Police Department
 - December 19, 2019 at 10am @ Location TBD
- Mr. Becker made a motion to adjourn at 1103am, second by Mr. Ruda. Unanimous vote.