

Metacomet Emergency Communications Center (MECC)
Minutes of Meeting
February 12, 2020

A meeting of the MECC Board of Directors was held on Wednesday, February 12, 2020, at the MECC, 14 Sharon Ave, 2nd Floor, Room EOC #231, Norfolk, MA 02056. Board members present Jamie Hellen, Blythe Robinson, Kevin Sweet, and Jennifer Thompson. MECC employees present: Executive Director Gary Premo, Deputy Director Darrell True, and Supervisor Nicole Connors. Others in attendance: Charles Stone, Justin Alexander, Joseph Barbieri, Thomas Lynch, Christine Wingfield, Antonio Marino, and James McLaughlin.

CALL TO ORDER: Board Chair Hellen called the meeting to order at 8:07 am.

APPROVAL OF MINUTES: None.

The Alpine Fire RMS project was discussed. Several discussions have taken place with Alpine staff. The mobile product is in the final steps of implementation and testing will commence in the next two weeks for the bulletin board project for Plainville, Wrentham and Norfolk Fire. Chair Hellen states that bulletin boards are large status screens mounted on the wall in each fire station. They will display calls for service, mapping, and shift roster. Franklin Fire was mistakenly left out of the cloud. Alpine is working to correct this issue. Deputy Chief Barbieri stated his department would test tablets. Chair Hellen inquired if this technology was getting the fire departments back to where they used to be. Deputy True answered yes.

Deputy Director True reports a support bill for \$16,000 was mistakenly sent to Franklin and they have advised Alpine was advised that the MECC should have been billed. Director Premo is inquiring with Alpine how to apply the charge to the MECC project. Chair Hellen asked why a refund can't be issued to Franklin. Director Premo stated the funds could be used to pay for modules. The cloud project is near completion. All fire data needs to be transferred into the cloud and the cloud data will be updated daily. Director Premo said he spoke with the owner of Alpine, Rick Schenkel, and advised him the project needed to move along.

Ms. Robinson requested an update on finished projects. Deputy True advised the single source project will deploy this week, then the mobile product will deploy 2 weeks later. Chief Marino reports a backlog of information needs to be entered into the system. Chief Marino also reports Wrentham Fire has had a lack of training from Alpine. The Chief would like to get at least one mobile product deployed to see how it works. Wrentham Fire is being billed \$2,000 a year for cloud support. Director True advises the MECC will pay bills, and this issue was made clear to Alpine.

OPERATIONS: Mr. Sweet requested a Caliber update on the RMS business review process. Deputy Director True reported department liaisons are conducting bi-weekly conference calls and corresponding via emails. Chief Lynch said a large portion of data from the Pamet system will have to be manually entered into the Caliber system and this will be a very labor intensive process.

DIRECTOR'S REPORT: Director Premo reported two additions to the budget. These include preventative maintenance of \$5,000.00 in expenses and an 8% place holder for the anticipated premium increase in health insurance. Chair Hellen reports later in March he expects an exact number for health insurance. Ms. Robinson inquired if the three new employee's benefits were already budgeted. Director Premo says it has. Ms. Robinson requests the status of the three new employees at the MECC, which Director Premo reported two employees have completed training and are working, and one employee is still in training. Ms. Robinson states she's in favor of developmental courses but feels the budget line item of \$15,000 is too high. Ms. Robinson and Chair Hellen would like an itemized list for training. Chair Hellen would like a breakdown of training for the next meeting on March 11th., which Director Premo will provide.

Ms. Thompson inquired about the budget year to date. Director Premo states he is currently working on a five-year plan. Ms. Robinson requested the status of the MECC's reserve fund noting it could be used to bridge the next year's gap. Chair Hellen noted there will be a substantial increase in the FY2022 budget. Mr. Sweet questioned how the valuation OPEB line item of \$30,000 was determined. Chair Hellen asked if an actuarial valuation has been completed. Director Premo said he needs to start the process. Ms. Robinson would like yearly specifics for OPEB consulting costs. Chair Hellen states MECC employees are preparing for collective bargaining. The budget does not reflect any salary increases. The budget needs to be approved for March 16th. Chair Hellen reports money may have to be moved from reserves or surplus.

ADJOURN: Motion to adjourn by Mr. Sweet. **SECOND** by Ms. Thompson. Meeting adjourned 8:53 am.