

Metacomet Emergency Communications Center (MECC)
Minutes of Meeting
March 11, 2020

A meeting of the MECC Board of Directors was held on Wednesday, March 11, 2020, at the MECC, 14 Sharon Avenue, 2nd Floor, Room EOC #231, Norfolk, MA 02056. Board members present were Jamie Hellen, Blythe Robinson, Kevin Sweet and James Alfred (designee for Town of Plainville). Jennifer Thompson was absent. MECC employees present: Executive Director Gary Premo, Deputy Director Darrell True, and Acting Communications Manager Nicole Connors. Others in attendance: Thomas Lynch, Charles Stone, Antonio Marino, James McLaughlin, Joseph Barbieri, James Klich, Justin Alexander, Peter Petruchik and Christine Wingfield.

CALL TO ORDER: Board Chair Hellen called the meeting to order at 8:05 am.

APPROVAL OF MINUTES: Meeting of February 12, 2020. Motion to approve by Chief Alfred. SECOND by Mr. Sweet. Yes-4, No-0, Absent-1.

OPERATIONS: Deputy Director True reports the Alpine software bridge project has been completed. The last step was the pushed update to mobile on February 25th. Alpine has been installed at the MECC. Active testing is in progress. Deputy Director True reports acquisition of Alpine license for modules will be based on need and coordinated with the Fire Chief's on what they want. Alpine will produce a quote to make the fire departments whole. There is a recurring fee to use Alpine's cloud system instead of being hosted on site. Deputy Director True states there is a \$2,000 fee per agency plus the cost of support and maintenance. Alpine is in the process of working up a quote.

Deputy Director True reports the go live date for the Caliber RMS project is slated for January 2021. He is conducting bi-weekly meetings that include liaisons from the 4 police departments. He reports that the project milestones are being met.

Chair Hellen inquired about what protocols are being taken by the MECC to keep first responders apprised of potential COVID-19 patients. Director Premo reports the EMD program Power Phone, has updated their pre-arrival questions. Deputy Director True reports Power Phone meets the CDC and the WHO standards.

ITEMS FOR ACTION: Training budget line item reduced by \$1,500.00. Motion to approve by Chair Hellen. Second by Ms. Robinson. Vote: Yes-3, No-1, Absent-1.

Mr. Sweet requested an update on an actuarial valuation of the MECC's OPEB liability. Executive Director Premo stated he is working on a quote from the MECC Treasurer, which will be over \$10,000. Ms. Robinson asked what the percentage split is between the MECC and its retirees. Chair Hellen reports 68/32. Chair Hellen states the 8% increase in health insurance costs for FY21 is staying on course. A request was made to add a discussion item at the next meeting to review the status of the MECC's excess and deficiency (E&D) account and the amount to keep on hand in future years.

MOTION TO APPROVE BUDGET: Fiscal year 2021. Motion to approve by Chair Hellen. SECOND by Ms. Robinson. Vote: Yes-3, No-1, Absent-1.

DIRECTOR'S REPORT: Executive Director Premo reports public outreach and social media goals have been met. The MECC now has a live website and welcomes input from the Board. Chair Hellen requested a staff update. Executive Director Premo reports the MECC currently has two dispatchers in training. Once they complete training the MECC will be at full staff with the second fire dispatcher. Training should conclude in the next 30-45 days.

ADJOURN: Motion to Adjourn by Chair Hellen. Second by Mr. Sweet. Meeting adjourned at 8:54 am.