

# METACOMET EMERGENCY COMMUNICATIONS CENTER

14 SHARON AVE, 2ND FLOOR  
NORFOLK, MA 02056

GARY M PREMO, ENP  
EXECUTIVE DIRECTOR



DARRELL TRUE, CCM  
DEPUTY DIRECTOR

## MECC BOARD OF DIRECTORS AGENDA

**DATE:** Wednesday May 10, 2023

**TIME:** 8:30 a.m.

**LOCATION:** 14 Sharon Ave, 2<sup>nd</sup> Floor

**ROOM:** EOC, Room #231

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1. APPROVAL OF MINUTES- MEETINGS OF: 12/13/2022, 01/11/2023, 02/08/2023, 03/15/2023 AND 04/12/2023.
  2. ITEMS FOR ACTION
    - a. To see if the board shall vote to approve the Employment Agreement with the Executive Director
    - b. To see if the board shall vote to approve a side-letter with MACOP Local #475 relative to certain payments under a retention program.
  3. EXECUTIVE DIRECTOR'S REPORT/OPERATIONS UPDATE
  4. PRESENTATIONS/DISCUSSION
    - a. MECC EXPANSION PROJECT STATUS
  5. ADJOURN

## Metacomet Board of Directors Meeting (MECC)

### Minutes of Meeting

December 13, 2022

A meeting of the MECC Board of Directors was held on Wednesday 12/13/2022. Board members present were Chair Jamie Hellen, Vice Chair Kevin Sweet, Clerk Peter Caruso, Member Justin Casanova-Davis, member Brian Noble. Others in attendance were: Metacomet Executive Director Gary Premo, Metacomet Deputy Director Darrell True.

The meeting was called to order at 3:09 p.m.

#### **Agenda Item One:**

Executive Session: To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigation position of the public body and the chair so declares it. Motion made by Member Noble to enter into executive session; seconded by Member Caruso. A roll call vote was taken; Caruso-Y, Sweet-Y, Casanova-Davis-Y, Hellen-Y, Noble-Y. Y-5/N-0/Absent-0. Entered into executive session at 3:21 p.m.; returned to open session at 4:14 p.m.

#### **Agenda Item Two (Open Session):**

1. Ratification of collective bargaining agreement between Metacomet Emergency Communications Center and MCOP Local #475

Chair Helen would entertain a motion to approve the memorandum of understanding as outlined by Executive Director Premo between the Metacomet Emergency Communications Center and MCOP Local #475. The motion was made by Member Casanova-Davis and seconded by Clerk Caruso. A roll call vote was taken. Sweet- Y, Casanova-Davis- Y, Caruso-Y, Hellen-Y. Noble-Y. 4 Yes/0 No/0 Absent.

2. Clerk Caruso made a motion to accept as is the minutes of the meeting from 10/12/2022. The motion was seconded by Member Casanova-Davis. No discussion. A roll call vote was taken. Sweet-Y, Casanova-Davis- Y, Caruso-Y, Hellen- Y. Noble-Y. 4 Yes/0 No/0 Absent.

**ADJOURN:** A motion was made by Member Noble to adjourn. Vice-Chair Sweet seconded the motion. A roll call vote was taken. Sweet- Yes, Casanova-Davis- Yes, Caruso- Yes, Hellen- Yes. Noble-Y. 4 Yes/0 No/0 Absent.

Meeting of the Metacomet Board of Directors adjourned at 4:21 p.m.

## **Metacomet Board of Directors Meeting (MECC)**

### **Minutes of Meeting**

**January 11, 2023**

A meeting of the MECC Board of Directors was held on Wednesday 01/11/2023. Board members present were Chair Jamie Hellen, Clerk Peter Caruso and Member Brian Noble. Vice Chair Kevin Sweet and Member Justin Casanova-Davis were absent. Others in attendance were: Metacomet Executive Director Gary Premo, Metacomet Communications Manager Connors. State 911 Department PSAP Coordinator Christine Wingfield joined open session at 9:19 a.m.

The meeting was called to order at 8:35 a.m.

#### **Agenda Item One:**

Executive Session: To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigation position of the public body and the chair so declares it. Motion made by Member Noble to enter into executive session; seconded by Member Caruso. A roll call vote was taken; Caruso-Y, Hellen-Y, Noble-Y. Vice-Chair Sweet and Member Casanova-Davis-Absent Y-3/N-0/Absent-2. Entered into executive session at 8:37 a.m.; returned to open session at 9:18 a.m.

#### **Agenda Item Two (Open Session):**

1. Members discussed financial reporting, specifically OPEB actuarial. Premo reports this has been completed and will forward report to board.
2. Premo reports 3 trainees in various stages of training program. Still need an additional 3.
3. Premo reports that the State 911 Department Development Grant application deadline is March 2, 2023. Currently working on completing the application.

**ADJOURN:** A motion was made by Member Noble to adjourn. Clerk Caruso seconded the motion. A roll call vote was taken. Caruso- Yes, Hellen- Yes. Noble-Y. Sweet and Casanova-Davis- Absent. 3 Yes/0 No/2 Absent.

Meeting of the Metacomet Board of Directors adjourned at 9:38 a.m.

## Metacomet Board of Directors Meeting (MECC)

### Minutes of Meeting

February 8, 2023

A meeting of the MECC Board of Directors was held on Wednesday 02/08/2023. Board members present were Chair Jamie Hellen, Vice Chair Kevin Sweet, Clerk Peter Caruso, Member Justin Casanova-Davis, and Member Brian Noble. Others in attendance were: Metacomet Executive Director Gary Premo, Metacomet Deputy Director Darrell True, Metacomet Communications Operations Manager Nicole Connors. Wrentham Police Chief William McGrath and Metacomet Administrative Supervisor Padraic Pomeroy and State 911 Special Projects Coordinator Joseph Crean joined open session at 9:06 a.m.

The meeting was called to order at 8:36 a.m.

Agenda Item One:

Executive Session: To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigation position of the public body and the chair so declares it. Motion made by Member Noble to enter into executive session; seconded by Member Caruso. A roll call vote was taken; Caruso-Y, Hellen-Y, Noble-Y. Vice-Chair Sweet and Member Casanova-Davis-Absent Y-3/N-0/Absent-2. Entered into executive session at 8:38 a.m.; returned to open session at 8:43 a.m.

Open Session began at 8:43 a.m.

#### 2. Open Session

a. FY2024 Budget; to see if the board shall vote to approve the FY2024 budget.

Chair Hellen opened discussion on the FY2024 budget. Clerk Caruso noted a decrease in the health insurance line item. He also noted a 6.4% increase in the overall budget. Clerk Caruso requested moving forward to have auditors' reports included and actuarial reports submitted every quarter. Vice Chair Sweet noted the 18% increase in utilities cost. Member Casanova-Davis asked for an explanation for the health insurance decrease. Executive Director Premo explained the change in providers. Chair Hellen entertained a motion to approve the FY2024 budget as presented. Clerk Caruso made the motion. This was seconded by Member Casanova-Davis. A vote was taken by Chair Hellen. The motion passed unanimously.

b. MECC expansion discussion

Director Premo told the board that the expansion development study should have the numbers soon for review. Chair Hellen started the discussion discussing the capacity at MECC and determining the needs of the MECC versus what can be handled. Clerk Caruso added to the discussion with the idea of merging with other RECCs and inquiring with S911 to see if they would support this financially. Chair Hellen and Vice Chair Sweet discussed the possibility of a consultant. Chair Hellen entertained a motion to apply for a joint grant with SEMRECC about expansion with MECC as the lead for the grant. Vice Chair Sweet

made the motion. This was seconded by Member Noble. A vote was taken by Chair Hellen. The motion passed unanimously.

c. Operations update

Director Premo told the board that there are currently 3 employees in training. This leaves staffing down by 3. There is no possibility of hiring any new employees until these trainees are further along in training as there is no place to train any additional staff. Director Premo added that he hopes that an addition to a retention program will help keep staffing levels up. Chief McGrath asked about recruitment and retention with the consideration of expansion. Chair Hellen answered this with discussion on retention goals as well as career advancement opportunities as a solution.

ADJOURN

Chair Hellen entertained a motion to adjourn. The motion was made by Member Noble. This was seconded by Clerk Caruso. A vote was taken by Chair Hellen. The motion passed unanimously.

Meeting of the Metacomet Board of Directors adjourned at 9:31 a.m.

**Metacomet Board of Directors Meeting (MECC)**

**Minutes of Meeting**

**March 15, 2023**

A meeting of the MECC Board of Directors was held on Wednesday 03/15/2023. Board members present were Chair Jamie Hellen, Vice Chair Kevin Sweet, Clerk Peter Caruso, Member Justin Casanova-Davis, and Member Brian Noble. Others in attendance were: Metacomet Executive Director Gary Premo.

The meeting was called to order at 8:36 a.m.

Agenda Item One:

Executive Session: For the purpose of the ratification of the renewal of the Employment Agreement with the Executive Director, if an open meeting may have a detrimental effect on the position of the public body and the chair so declares.

Motion made by Member Caruso to enter into executive session; seconded by Member Casanova-Davis. A roll call vote was taken; Caruso-Y, Hellen-Y, Noble-Y, Vice-Chair Sweet-Y, and Member Casanova-Davis-Y. Y-5/N-0/Absent-0. Entered into executive session at 8:37 a.m.; returned to open session 9:45 a.m.

Meeting adjourned.

**Metacomet Board of Directors Meeting (MECC)**

**Minutes of Meeting**

**April 12, 2023**

A meeting of the MECC Board of Directors was held on Wednesday 04/12/2023. Board members present were Chair Jamie Hellen, Vice Chair Kevin Sweet, Clerk Peter Caruso, Member Justin Casanova-Davis, and Member Brian Noble. Others in attendance were: Metacomet Executive Director Gary Premo.

The meeting was called to order at 8:38 a.m.

Agenda Item One:

Executive Session

- a. For the purpose of the ratification of the renewal of the Employment Agreement with the Executive Director, if an open meeting may have a detrimental effect on the position of the public body and the chair so declares.
- b. To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.

Motion made by Member Caruso to enter into executive session; seconded by Member Casanova-Davis. A roll call vote was taken; Caruso-Y, Hellen-Y, Noble-Y, Vice-Chair Sweet-Y, and Member Casanova-Davis-Y. Y-5/N-0/Absent-0. Entered into executive session at 8:39 a.m.; returned to open session 9:24 a.m.

Meeting adjourned 9:47 a.m.