Massachusetts Communications Supervisors Association
Meeting Minutes for August 15,2001
SETB 911-Training Room, Westborough

Meeting Opened at 10:15 hrs. James Lake, Presiding

Attendance: Rita Burke; David Clemons; George Fosque; Reid Bagley; Christina Giacobbi: Stephen Cote; Janet Eicher; Laurie Favreau; Donna Sans; George Slocum

1. Secretary's Minutes
No Minutes available

2. Treasurer's Report
- Treasure not present, no report available
- Membership dues are being billed now. It was pointed out that most members present have not received those bills.

3. State Legislation
- Training Legislation Research Committee (Mr. Lake, Mr. Fosque, Ms. Burke) will track any legislation. They plan to meet on 9/6
- Mr. Fosque noted that a "very well crafted" bill re wireless phones is out of committee. It will assess $0.30 per month per phone, which will be allocated for 911 and PSAP operations.

4. Annual Meeting
- Mr. Cote, Ms. Burke will arrange for the Annual Dinner.
- There was some question of availability/advisability of holding dinner on 10/16 at the APCO convention in Marlboro due to a conflict with the MANAPCO dinner the same night.

5. MCSA Website
- The URL has been secured (www.ma911.0rg)
- Mr. Fosque, Ms. LaCasse, Mr. Lake are working on finding someone to build and host the site

6. Dispatch Academy
- Academy is confirmed for 9/24-10/31. A calendar was distributed.
- Monna Wallace is handling reservations & scheduling.
- We are still confirming instructors for the APCO 40 hr course though Mr. Lake will be lead as he is submitting paper work.

- We will need numerous volunteers for Simulation/Interface on 10/26 & 10/31
- Discussion of mailings to PSAPs courtesy of SETB
- **MOTION/WALLACE**: Move that we take whole day for Graduation (11/1) in order to impart significance of this training to students and their employers. **MOTION PASSED**
- Registration: Contact Jim Lake.
- Deadline for filing registration is 9/7
- Deadline for payment (or Purchase Order) is 9/14
- Fee will be $250 for member agencies, $300 for non-member agencies
- Discussion of formalizing the lesson plans.
    - Each instructor will submit formal lesson plans in advance
    - These will be in 8.5 x 11, three hole punched format
    - This will include all handouts
- Ms. Wallace, Ms. Eicher, Mr. Lake will review these for suitability and compliance with standards.

8. Other Business
- Northampton Public Safety has purchased software for "Pre-Hire" Testing and offers this service to member agencies

9. Next Meeting
- September 19 at 10:00 hours
- Bluebonnet Restaurant, Northampton

Adjourned: 11:42

S.J. Cote, Recorder