

**MINUTES
EMERGENCY MANAGEMENT ADVISORY COUNCIL (“EMAC”)
REGULAR MEETING**

WATERFORD POLICE DEPARTMENT
Tuesday, December 27, 2011, 5:00 P.M.

Present:

Stephen Bellos, Communications Supervisor
J.W. “Bill” Cote, community representative (arrived at 5:15 p.m.)
Thomas Dembek, RTM Public Safety Committee
Ronald Fedor, Board of Finance, community representative
Todd Goodhind, Public Safety Dispatcher
Bruce Miller, Fire Administrator, Fire Marshal’s representative
Erik Pawlak, Waterford Fire Engine Co. No. 1, Inc. (Jordan Fire Dept.)
Murray Pendleton, Emergency Management Director and Chief of Police
Bruce Shewbrooks, community representative

Absent:

Karen Ferrara, Emergency Management Admin. Officer
Mitchell Margolis, Board of Fire Commissioners representative
Ron Melnik, Waterford Public Schools Business Manager
Daniel Stewart, First Selectman, Board of Police Commissioners
Thomas Wagner, Planning Director, community representative.
Neil Wiseman, Fire Officers’ Association
Kristin Zawacki, Public Works representative

1. **Call to Order and Pledge of Allegiance:** Chief Pendleton called the meeting to order at 5:00 p.m. and the Pledge of Allegiance was recited.
2. **Establish Quorum:** A quorum was established at 5:15 p.m.
3. **Review and approval of 09/27/11 Regular Meeting Minutes**
A motion was made by Sgt. Bellos and seconded by Mr. Cote to approve the minutes of the 09/27/11 Regular Meeting as presented. The vote was 7 in favor, 2 abstentions (Pawlak, Miller).
4. **Comments from the Public** – None.
5. **Report of Radio Project Subcommittee**
 - a. Minutes, 09/27/11 Regular Meeting
 - b. Minutes, 11/01/11 Regular Meeting
 - c. Minutes, 11/15/11 Regular Meeting
 - d. Minutes, 12/06/11 Regular Meeting

The Council members received the minutes and had no comments.

- e. Radio Project overview
Chief Pendleton commented that we are nearing the end of this project; the Fireground will be the last thing to fall into place. Chief Pendleton will obtain an accurate expense spreadsheet from Rudie Beers at the start of the new year, which will indicate the balance left in the project budget.

6. Consider and act on Radio Project Subcommittee recommendations

From the 11/01/11 Regular Meeting:

- a. Recommend that the EMAC approve moving forward with the purchase of the Powerware On-Site Gold Plan Plus maintenance for a 12 month service contract, beginning July, 2012. (See #6.g.)
- b. Report to EMAC: Approved payment of Tactical Invoice #7089, dated 10/07/11, in the amount of \$1,334.70, "Installed M7100 Control Station in Bus Yard and in Fire Marshal Office; programmed radio with talk groups provided by Sgt. Bellos."

From the 11/15/11 Regular Meeting:

- c. Report to EMAC: Approved payment of Tactical Communications Invoice #7206, dated 11/01/11, for work performed in conjunction with control station installations for Fire Marshal and at the Bus Yard, in an amount to be determined after review and corrections of the amount due. (See #6.e.)

From the 12/06/11 Regular Meeting:

- d. Report to EMAC: Authorized the release of Check #000303455, in the amount of \$55,273.00, to Integrated Technical systems, Inc. for the Central Station Receiver replacement.
- e. Report to EMAC: Approved payment of Tactical Communications Invoice #7206, dated 11/01/11, in the corrected amount of \$5,185.85.
- f. Report to EMAC: Approved payment of Electrical Wholesalers Inc. Invoice Ticket #B87589, dated 11/30/11, in the amount of \$691.00 for the Appleton 200 amp connector plug for the Fargo Road shelter (in accordance with P.O. #FY12 / 675188).
- g. Recommend that the EMAC approve the issuance of a purchase order to EATON Corp. in the amount of \$8,695.00 as outlined in revised proposal #PRP011148-R2, dated 10/10/11, from R. M. Clark Associates, Inc., for the EATON Powerware On Site Gold Plan Plus maintenance contract for a period of 12 months. Mr. Dembek reviewed this matter and discussion was held, which included comments about the need for a service contract for the mobile and portable radios (Sgt. Bellos will obtain a quote). Consensus was that it is time to move forward with the Powerware On Site Gold Plan Plus maintenance contract, now that it has been confirmed that the contract includes batteries and power modules.

A motion was made by Mr. Cote, seconded by Mr. Fedor and unanimously voted to approve the issuance of a purchase order and authorize payment to EATON Corp. in the amount of \$8,695.00 as outlined in revised proposal #PRP011148-R2, dated 10/10/11, from R. M. Clark Associates, Inc., for the EATON Powerware On Site Gold Plan Plus maintenance contract for a period of 12 months.

- h. Report to EMAC: Approved payment of VisionAir Invoice #BILL0000006355 in the amount of \$1,348.00 and Invoice #BILL0000006399 in the amount of \$4,162.00, for a total amount of \$5,510.00 (CAD Paging Link Software/License) in accordance with P.O. #FY12 / 675164.
- i. Report to EMAC: Approved payment of Tactical Communications Invoice #7394 in the amount of \$1,225.55 for Montville Control Station power supply.
- j. Report to EMAC: Approved payment of EATON Corporation Invoice #34249936, dated 12/13/11, in the amount of \$4,607.96 for work performed at 85 Miner Lane, in accordance with P.O. #475115.

A motion was made by Mr. Cote, seconded by Mr. Fedor and unanimously voted to authorize payment of EATON Corporation Invoice #34249936, dated 12/13/11, in the amount of \$4,607.96 for work performed at 85 Miner Lane, in accordance with P.O. #475115.

6. Consider and act on Radio Project Subcommittee recommendations (cont'd.)

From the 12/27/11 Regular Meeting:

- k. Report to EMAC: Approved payment of EATON Corporation Invoice #34214577, dated 12/07/11, in the amount of \$4,748.00 for work performed at 45R Fargo Road, in accordance with Purchase Order #475114.

A motion was made by Mr. Fedor, seconded by Mr. Cote and unanimously voted to authorize payment of EATON Corporation Invoice #34214577, dated 12/07/11, in the amount of \$4,748.00 for work performed at 45R Fargo Road, in accordance with Purchase Order #475114.

- l. Report to EMAC: Approved payment of Tactical Communications Invoice #7447, dated 12/22/11, in the amount of \$1,603.95, for site grounding work performed at the Cohanzie site. Sgt. Bellos commented that Harris Corp. has looked at the grounding and it meets their standards.

A motion was made by Mr. Fedor, seconded by Mr. Cote and unanimously voted to authorize payment of Tactical Communications Invoice #7447, dated 12/22/11, in the amount of \$1,603.95, for site grounding work performed at the Cohanzie site.

7. Old Business

Chief Pendleton commented that, with the project coming to an end, the work of the subcommittee will soon be over. However, there will still be a need for the EMAC as the core group to oversee any issues that might arise.

8. New Business

Mr. Fedor inquired about the "emergency post" call boxes / blue lights being installed at Waterford High School, wanting to know who they are tied into. Chief Pendleton and Sgt. Bellos stated they will check on this matter and report back to the EMAC.

Sgt. Bellos commented that the Utility Commission will be rehabilitating the water tower within the next year. When the rehab is taking place, our equipment will have to be removed from the tower; we may need to get a Cell-on-Wheels or determine another option.

9. Adjourn

There being no further business to be discussed, and upon motion duly made, seconded and unanimously voted, the meeting was adjourned at 5:50 p.m.

Respectfully Submitted,

Kathy A. Kent
Recording Secretary