

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

WATERFORD POLICE DEPARTMENT
Tuesday, January 4, 2011, 5:00 P.M.

Present:

Stephen Bellos, Communications Supervisor
Curt Carlough, Department of Public Works
J.W. “Bill” Cote, community representative
Thomas Dembek, RTM Public Safety Committee
Michael Deray, Waterford Public Schools Business Manager
Ronald Fedor, Board of Finance, community representative
Todd Goodhind, Public Safety Dispatcher
Mitchell Margolis, Board of Fire Commissioners representative
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
Daniel Steward, First Selectman, Board of Police Commissioners
Thomas Wagner, Planning Director, community representative.

Absent:

Karen Ferrara, Emergency Management Admin. Officer
Neil Wiseman, Fire Officers’ Association

1. **Call to Order and Pledge of Allegiance:** Chief Pendleton called the meeting to order at 5:05 p.m. and the Pledge of Allegiance was recited.
2. **Establish Quorum:** A quorum was established.
3. **Review and approval of Minutes, 11/30/10 Regular Meeting**
A motion was made by Mr. Cote and seconded by Mr. Margolis to approve the minutes of the November 30, 2010 Regular Meeting as presented. The vote was 8 in favor, 2 abstentions (Goodhind, Pawlak).
4. **Report of Radio Project Subcommittee**
 - a. Minutes, 11/30/10 regular meeting
 - b. Minutes, 12/14/10 regular meeting
The Council members received the minutes and had no comments.
 - c. Radio Project overview
Mr. Dembek and Sgt. Bellos reviewed the status of the project and discussion was held.
5. **Consider and act on Radio Project Subcommittee recommendations**

From the 12/14/10 subcommittee meeting

 - a. Report to EMAC: Signcraft Invoice #8156 in the amount of \$800.00, for identification / informational signs placed on each of the equipment shelter doors, was sent on 12/10/10 to Finance for payment.

From the 01/04/11 subcommittee meeting

 - b. Recommend payment of Tactical Communications Invoice #5971, dated 12/22/10, in the amount of \$2,389.50, for MAHG-ZN5Z Hand Held Controller M7100, equipment sale only, installation labor not included. Discussion was held and Sgt. Bellos explained this item.

A motion was made by Mr. Fedor, seconded by Mr. Wagner and unanimously voted to approve payment of Tactical Communications Invoice #5971, dated 12/22/10, in the amount of \$2,389.50.

5. Consider and act on Radio Project Subcommittee recommendations

- c. Recommend approval and authorization to sign the Harris Corporation Certificate of Acceptance form dated 12/21/10. Lengthy discussion was held.

A motion was made by Mr. Carlough, seconded by Mr. Cote and unanimously voted to approve and authorize the First Selectman to sign the Harris Corp. Certificate of Acceptance Form dated 12/21/10.

- d. Recommend approval and authorize payment of:

- (1) \$48,312.50 out of the Radio Project budget for Premium Warranty during the current warranty year.
- (2) \$100,000.00 (approximately) out of the Radio Project budget for Premium Maintenance Option during FY 11/12 (12/21/11 through 06/30/12)

Lengthy discussion was held, during which time Chief Pendleton stated that the basic installation has been completed and the warranty period began on 12/21/10. A work-group meeting was held on December 21, 2010 with First Selectman Steward, Finance Director Rudie Beers, representatives from Harris Corp., and others. Discussion took place regarding final acceptance of the system, warranty periods and costs, etc. The minutes of the January 4, 2011 EMAC Radio Project Subcommittee meeting reflect information from the December 21, 2010 work-group meeting. Mr. Dembek commented that the warranty on the infrastructure is for one year, the warranty on the mobile and portable radios is for two years. Discussion was held regarding funding for future maintenance of the system. First Selectman Steward commented he has been talking with two other communities about coordinating efforts and partnering in different ways, which will reduce our costs. Chief Pendleton commented that the Town of Waterford has purchased the communications system necessary for a community that hosts nuclear power plants, a system that will allow us to move in the appropriate direction to consider coordinating and partnering with other communities. Mr. Cote commented it would be a good idea to research what's been expended in the past (by all Town departments) for communication expenses that now won't have to be budgeted for, due to the new system. Mr. Fedor mentioned that offsets such as these, along with information about income derived by tower leases, etc., need to be brought to the Board of Finance's attention. Chief Pendleton commented that each Department that uses the radio system should budget for their portion, according to usage. In his opinion, the Communications Budget should be a separate budget, not part of the Emergency Management Budget. Mr. DeRay asked for confirmation that no departmental budgeting needs to be done until FY 12/13, and Chief Pendleton answered that is correct. Mr. Fedor inquired if there is enough money left in the Radio Project budget to be able to purchase a 2-year maintenance contract at this time; Chief Pendleton commented he thinks so, but we would need to confirm this with Rudie Beers after all expenses for the Project have been paid.

A motion was made by Mr. Wagner, seconded by Mr. Cote and unanimously voted to authorize the expenditure of \$48,312.50 out of the Radio Project budget for Harris Corporation's Premium Warranty during the current warranty year (12/21/10 through 12/20/11.)

A motion was made by Mr. Dembek, seconded by Mr. Cote and unanimously voted to authorize the expenditure of \$99,849.47 out of the Radio Project budget to pay for half of Harris Corporation's Year One (12/21/11 – 12/20/12) Long Term Maintenance Premium Maintenance Option.

7. Adjournment

There being no further business to be discussed, and upon motion duly made, seconded and unanimously voted, the meeting was adjourned at 6:00 p.m.

Respectfully Submitted,

Kathy A. Kent
Recording Secretary