

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

WATERFORD POLICE DEPARTMENT
Tuesday, February 22, 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
Karen Ferrara, Emergency Management Admin. Officer
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

Absent:

Michael Deray, Waterford Public Schools Business Manager
Daniel Stewart, First Selectman, Board of Police Commissioners
Thomas Wagner, Planning Director, community representative.
Neil Wiseman, Fire Officers’ Association

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.
3. **Review and approval of Minutes, 01/04/11 Special Meeting**
A motion was made by Mr. Cote and seconded by Mr. Margolis to approve the minutes of the January 4, 2011 Special Meeting with the following correction: heading on page 1 to be changed from “Regular Meeting” to “Special Meeting”. The vote was 11 in favor, 1 abstention (Ferrara).
4. **Report of Radio Project Subcommittee**
 - a. Minutes, 01/04/11 regular meeting
 - b. Minutes, 01/18/11 regular meeting
 - c. Minutes, 02/17/11 special meeting
The Council members received the minutes and had no comments.
 - d. Radio Project overview
Sgt. Bellos, Mr. Dembek and Chief Pendleton reviewed the status of the project and discussion was held. Items discussed included, but were not limited to, the following: fire ground issues (Harris & Tactical are working them out); punch lists; keys for WUC for monthly inspection of equipment shelters/generators; within the next few meetings, we should be able to look at the balance remaining in the project budget; cost savings for the Town (old system vs. new system) difficult to say - because they are so different, they are hard to compare; percentage of responsibility and accountability for maintenance costs to be allocated to various departments but all to be budgeted under one line item.
5. **Correspondence** – none.

6. Consider and act on Radio Project Subcommittee recommendations

From the 01/18/11 meeting:

- a. Recommend approval of payment to Tactical Communications in the amount of \$20,000.00 for remaining balance on Invoice #5303.

A motion was made by Mr. Carlough, seconded by Mr. Margolis and unanimously voted to approve payment to Tactical Communications in the amount of \$20,000.00 for remaining balance on Invoice #5303.

- b. Recommend approval of payment to Tactical Communications in the amount of \$28,050.00 for remaining balance on Invoice #5302.

A motion was made by Sgt. Bellos, seconded by Mr. Cote and unanimously voted to approve payment to Tactical Communications in the amount of \$28,050.00 for remaining balance on Invoice #5302.

From the 02/17/11 meeting:

- c. Report to EMAC: Electrical Wholesalers, Inc. Invoice #S020804108.000, dated 12/22/10, in the amount of \$29.35 for electrical supplies, Radio Project, was sent on 02/22/11 to Finance for payment.
- d. Report to EMAC: Tactical Communications Invoice #6059, dated 01/20/11, in the amount of \$181.00 for on-glass antennas, Radio Project, was sent on 02/22/11 to Finance for payment.
- e. Report to EMAC: Shipman's Apparatus Repair Orders #2480 and #2490, dated 12/29/10, in the total amount of \$380.00 (for the diagnostic evaluation they performed to find the radio problems on Oswegatchie F. D. Pumps #W-41 and W-42) was sent on 02/22/11 to Finance for payment.
- f. Recommend discussion and consideration of memo dated 01/26/11 from First Selectman Daniel Steward re: Replacement of the Central Station Receiver. Attached to the memo was a letter dated January 20, 2011 from Chief Pendleton to Mr. Steward, explaining that on January 4, 2011, the Waterford Emergency Communications Center's Digitize fire alarm monitoring device that is linked to all municipal building, including the schools, ceased functioning. Our Digitize service representative advised us that he would most likely not be able to arrange for repair due to the age of the equipment (20+ years). The existing equipment's technology has long since expired and it cannot provide data required by today's modern alarm systems, i.e. the school's system. Clearly, the existing system needs to be replaced. A quote was received from Integrated Technical Systems, Inc., which identifies the basic costs associated with replacement of the system. The matter was presented to the Board of Selectmen, who voted on January 25, 2011 to assign this matter to the EMAC to determine resolution and recommendation. Lengthy discussion was held, during which time Chief Pendleton and Fire Administrator Bruce Miller reviewed the history of the existing system and the proposed new system. Chief Pendleton commented that, right now, we have no way to monitor our equipment shelter sites and we need to get our shelters monitored. The Board of Education and the Waterford Utility Commission are major users of the system. The Board of Education already has the infrastructure for the new system. Discussion was held regarding the possibility of the Board of Education bonding the new system into the school project; however, it was determined that the paperwork for the bonding would not allow this to occur. Chief Pendleton commented that we (the EMAC) are in a position to partner with the Board of Education and the Waterford Utility Commission and it is important to approve the concept of sharing the expense, perhaps 33% each. Mr. Fedor mentioned that the ITS quote states that the new equipment requires a mandatory annual maintenance/support fee that provides a 72 hour advanced replacement of any components if failure occurs. The new software requires a mandatory maintenance/support fee that provides all future software updates and major software releases. Sgt. Bellos will obtain specific information regarding these costs. Consensus of the Radio Project Subcommittee was that a meeting needs to be coordinated, to include all stakeholders, to discuss the cost of the new system and who should contribute toward payment of the cost.

6. Consider and act on Radio Project Subcommittee recommendations

f. (cont'd.)

A motion was made by Mr. Fedor, seconded by Mr. Cote and unanimously voted to endorse the expenditure of \$30,000 by EMAC for the purchase of a new central station receiver at the Dispatch Center, with the caveat that Chief Pendleton report back to EMAC after meeting with the other stakeholders and disclose what they are willing to contribute.

- g. Recommend authorizing a request for a journal entry to remove an expenditure from the Emergency Management budget and properly place it in the Radio Project budget, for work performed for the radio project, as follows:

From: L.I. #10222-51823, Emergency Management Emergency Personnel
To: L.I. #20522-57407, 800 MHz Trunked Radio System
Amount: \$1,550.00

A motion was made by Mr. Fedor and seconded by Mr. Cote to authorize the journal entry request as outlined above. The vote was 10 in favor, 2 abstentions (Carlough, Dembek).

7. Adjournment

There being no further business to be discussed, and upon motion duly made, seconded and unanimously voted, the meeting was adjourned at 5:45 p.m.

Respectfully Submitted,

Kathy A. Kent
Recording Secretary