

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

WATERFORD POLICE DEPARTMENT
Tuesday, March 29, 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
Mitchell Margolis, Board of Fire Commissioners representative
Murray Pendleton, Emergency Management Director and Chief of Police
Bruce Shewbrooks, community representative
Thomas Wagner, Planning Director, community representative.

Absent:

Michael Deray, Waterford Public Schools Business Manager
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.)
Daniel Steward, First Selectman, Board of Police Commissioners
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, 02/22/11 Regular Meeting**
A motion was made by Sgt. Bellos and seconded by Mr. Cote to approve the minutes of the February 22, 2011 Regular Meeting as presented. The vote was 8 in favor, 1 abstention (Wagner).
4. **Report of Radio Project Subcommittee**
 - a. Minutes, 02/22/11 regular meeting
 - b. Minutes, 03/15/11 regular meeting
The Council members received the minutes and had no comments.
 - d. Radio Project overview
Sgt. Bellos gave an overview, stating that the Fire Ground system is still a “work in progress”. Mr. Dembek thanked Mr. Shewbrooks for his help on Friday when they visited the equipment shelter sites.
5. **Correspondence** – none.
6. **Consider and act on Radio Project Subcommittee recommendations**

From the 02/22/11 meeting:

 - a. Report to EMAC: Rapid Lock & Door Service Invoice #021113, dated 02/18/11, in the amount of \$30.00 for eight (8) key copies, was sent on 02/23/11 to Finance for payment.

From the 03/15/11 meeting:

 - b. Report to EMAC: Tactical Communications, Inc. Invoice #5275, dated 07/01/10, in the amount of \$510.00 for emergency weekend service call on 05/15/10 was approved and sent on 03/16/11 to Finance for payment.
 - c. Report to EMAC: Electrical Wholesalers Invoice #S020896719.000, dated 02/25/11, in the amount of \$74.90 for 4 PVC Glue Caps was approved and sent on 03/16/11 to Finance for payment.

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

From the 03/15/11 meeting (cont'd):

- d. Report to EMAC: Approved Pizzarama Invoice #213888, dated 02/26/11, in the amount of \$87.85 for food provided to town employees who worked on Saturday, February 26, 2011 at the Public Works Department warehouse, cleaning out and sorting equipment pertaining to the town-wide radio project, sent on 03/01/11 to Finance for payment.
- e. Report to EMAC: Shipman's Fire Equipment Invoice #163587, dated 03/04/11, in the amount of \$42.00 for annual inspection of 7 Fire Extinguishers (radio project shelters) was approved and sent on 03/16/11 to Finance for payment.
- f. Recommend approval of Journal Entry Request re: four Police Department employees who worked on 02/26/11 cleaning out and organizing the Public Works warehouse where equipment (old and new) pertaining to the town-wide radio project was being stored. The employees were paid out of the Police Dept. budget but the expense rightfully belongs to the Radio Project. Chief Pendleton reviewed his March 2, 2011 memo outlining the request to credit Police Department Overtime in the amount of \$1,420.51; credit Police Department FICA in the amount of \$108.66; and debit the 800 MHz Trunked Radio System for both of those amounts, to remove the expenditure from the Police Department budget and properly place it in the Radio Project budget, for work performed for the radio project.

A motion was made by Mr. Cote, seconded by Mr. Carlough and unanimously voted to approve and authorize the journal entry request as outlined in Chief Pendleton's March 2, 2011 memo.

From the 03/29/11 meeting:

- g. Recommend approval of Journal Entry Request to correct coding on Tactical Communications Invoice #5302, to limit the expenses to the amount of the approved COPS Interoperability grant (explained further in EMAC Radio Project subcommittee minutes dated 03/29/11).

A motion was made by Mr. Carlough, seconded by Mr. Margolis and unanimously voted to approve the following journal entry request:

DEBIT:	20522-57407 800 MHz Trunked Radio System	\$1,831.99	
CREDIT:	27129-54020 COPS Interoperability Grant		\$1,831.99

- h. Report to EMAC: Shipman's Fire Equipment Invoice #164317, dated 03/18/11, in the amount of \$176.95 for a fire extinguisher for the Cohanzie Radio Room was approved and will be sent on 03/30/11 to Finance for payment.
- i. Discuss Whaling City Ford Invoice dated 02/11/11 in the amount of \$1,514.08, with accompanying correspondence from James Miner, III, WPS Director of Buildings and Grounds. Lengthy discussion was held regarding this matter. The 02/22/11 correspondence from Mr. Miner indicates that the invoice "...is for repairs to truck #29. Unfortunately, when the radio was installed in this truck (as part of the radio upgrade project), a screw punctured the evaporator line. Since this repair was a direct result of the radio installation, I am forwarding this invoice to you for payment..."). Sgt. Bellos stated that the radio installations took place back in May, 2010. The vendor, Tactical Communications, has responded by saying it has been an extended period of time since the install was completed; they were never advised that this problem occurred or given an opportunity to see the damage prior to the "repair"; no photo documentation or other supporting evidence was provided to support the claim for the damage; the extent of the repair seems excessive including dropping the transmission, dirt accumulations and the replacement solenoid; and based upon these facts, the vendor states that there is no way they can assume responsibility for this claim. The EMAC members felt the vendor's concerns were valid and expressed similar concerns themselves.

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

From the 03/29/11 meeting, 6.i. (cont'd):

The EMAC members discussed paying a portion of the invoice, but stated that perhaps the WPS should have their other vehicles inspected (at their own expense or by the mechanics at the town garage) and if any similar problems are found, appropriate protocols as outlined by the vendor should be followed, as the EMAC will not assume liability for future incidents of a similar nature. After further discussion, consensus was to split the cost 50/50 with WPS (each paying \$757.04.)

A motion was made by Mr. Wagner, seconded by Mr. Cote and unanimously voted to approve payment of one-half of the amount of the Whaling City Invoice, or \$757.04.

- j. Report to EMAC: Chief Pendleton to report on Replacement of Central Station Receiver. Following is the sequence of events regarding this matter:
- 01/04/11: Waterford Emergency Communications Center's Digitize fire alarm monitoring device that is linked to all municipal buildings, including the schools, ceased functioning.
 - 01/05/11: Meeting conducted by Selectman's Office to discuss this issue.
 - 01/20/11: Letter from Chief Pendleton to First Selectman Steward, advising him of the situation, accompanied by a quote from ITS, Inc. for replacement.
 - 02/22/11: EMAC discusses the issue and votes 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.
 - 03/09/11: Meeting conducted by Selectman's Office to further discuss with other stakeholders (Utility Commission, Waterford Public Schools).
 - 03/09/11: Letter from Chief Pendleton to John Wells, USDOJ Grants Administration Division, requesting a modification of remaining funds in the COPS 2007 Secure Our Schools Grant, to allow us to use the remaining funds to purchase new security/fire alarm Central Station Receiver equipment consistent with Waterford Public Schools security/fire alarm infrastructure.
 - 03/15/11: E-mail received from John Wells, notifying us that he has submitted our modification for final approval and processing, and our department will receive a final approval letter within 2 – 3 weeks.

Chief Pendleton reviewed the sequence of events, stating that the Waterford Utility Commission and Waterford Public Schools are each going to be contributing to the cost of the Central Station Receiver replacement, and the EMAC has already agreed to contribute \$30,000 towards the cost. If the grant modification is approved, the Chief would like the EMAC's permission to proceed with this project.

A motion was made by Mr. Wagner, seconded by Mr. Carlough and unanimously voted to authorize Chief Pendleton to proceed with the Central Station Receiver project, contingent upon approval of the grant modification.

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