

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

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

Present:

Stephen Bellos, Communications Supervisor
J.W. “Bill” Cote, community representative
Thomas Dembek, RTM Public Safety Committee
Ronald Fedor, Board of Finance, community representative
Karen Ferrara, Emergency Management Admin. Officer
Todd Goodhind, Public Safety Dispatcher
Ron Melnik, Waterford Public Schools Business Manager
Murray Pendleton, Emergency Management Director and Chief of Police
Bruce Shewbrooks, community representative
Thomas Wagner, Planning Director, community representative.
Kristin Zawacki, Public Works representative

Absent:

Mitchell Margolis, Board of Fire Commissioners representative
Bruce Miller, Fire Administrator, Fire Marshal’s representative
Daniel Steward, First Selectman, Board of Police Commissioners
Neil Wiseman, Fire Officers’ Association
Erik Pawlak, Waterford Fire Engine Co. No. 1, Inc. (Jordan Fire Dept.)

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**
 - a. **06/28/11 Regular Meeting**

A motion was made by Mr. Cote and seconded by Sgt. Bellos to approve the minutes of the June 28, 2011 Regular Meeting as presented. The vote was 9 in favor, 2 abstentions (Melnik, Wagner).
 - b. **08/16/11 Special Meeting**

A motion was made by Sgt. Bellos and seconded by Mr. Dembek to approve the minutes of the August 16, 2011 Special Meeting as presented. The vote was 7 in favor, 4 abstentions (Cote, Goodhind, Melnik, Wagner).
4. **Comments from the Public:** None.
5. **Report of Radio Project Subcommittee**
 - a. Minutes, 06/28/11 Regular Meeting
 - b. Minutes, 08/09/11 Regular Meeting
 - c. Minutes, 09/13/11 Regular Meeting
 - d. Minutes, 09/20/11 Regular Meeting

The Council members received the minutes and had no comments.

5. Report of Radio Project Subcommittee (cont'd.)

e. Radio Project overview:

Sgt. Bellos reported that the radio system worked very well during Hurricane/Tropical Storm Irene. Chief Pendleton reported that final payment has been made to Harris Corporation, and for all intents and purposes the project is considered “complete”. However, we are still in the process of working with Tactical Communications to get the Fireground system up and running. Chief Pendleton asked Mr. Fedor if it would be appropriate to send a letter to the Board of Finance regarding the status of the project and Mr. Fedor replied affirmatively. Discussion was held regarding how well the generators ran, on propane, during the power failure(s) that occurred due to the storm.

Mr. Dembek and Sgt. Bellos reported that on 09/16/11, the UPS failed at the Fargo Road site and it was necessary to make an emergency purchase of a battery system. A few days later, the UPS failed at Miner Lane and it was again necessary to make an emergency purchase of a battery system. Those purchases are reflected under Items 6.d. and 6.e. below. Discussion was held regarding possible reasons why the batteries “swelled up” and would not work. There are also some power modules that are not operating. Mr. Dembek mentioned that the shelters were manufactured in 2008, although they didn’t get placed at the sites until a later date. Discussion was held regarding batteries and power modules at the other sites. While the Eaton technicians were here installing the new battery systems at Fargo Road and Miner Lane, they visited the other sites to inspect the battery systems and power modules. They provided Mr. Dembek and Sgt. Bellos with their recommendations for replacing batteries and modules and their recommendations are reflected under Item 6.g. The batteries and UPS power modules at the Dispatch Center are doing fine. Mr. Dembek went on to explain that the UPS is the only part of the radio project that is not currently covered under a service contract. The technicians supplied all of the appropriate information to Pat Regan, Service Sales Representative, R. M. Clark Associates, Inc. representing Eaton Corporation. Ms. Regan prepared a number of proposals for the purchase of battery systems and power modules, as well as two types of service contracts. Discussion ensued regarding the different types of service contracts; the Powerware UPS / Stand Alone Service plan, which costs \$3,575.00 per year (\$695.00 per site), provides an annual maintenance inspection per site per year but does not include repairs, parts, or labor. The Powerware On-Site Gold Plan Plus, \$8,695.00 per year (\$1,739.00 per site), provides complete coverage for parts, labor and service, 24 hours a day, 7 days a week. Discussion was held regarding the need to confirm that the Gold Plan Plus would cover power modules as well as batteries.

6. Consider and act on Radio Project Subcommittee recommendations

From the 09/13/11 meeting:

- a. Report to EMAC: approved payment of Harris Corporation Invoice #3042010MB REV 2, dated 07/07/11, in the amount of \$12,999.00, in accordance with P.O. #FY12/475108.
- b. Report to EMAC: approved payment of gross receipts taxes, as requested by Osterman Propane in their 09/02/11 correspondence, as follows: \$153.93 for 35 S. Bartlett Road; \$149.36 for 45 Fargo Road; and \$107.87 for 85 Miner Lane.

6. Consider and act on Radio Project Subcommittee recommendations

From the 09/13/11 meeting (cont'd.):

- c. Report to EMAC: approved the purchase of Appleton equipment (a 200 Amp, 3 wire, 3 pole cord body that fits into an Appleton #ARC20033E 200 Amp WP Receptacle at the Fargo Road shelter) as requested in e-mail dated 09/13/11 from Tom Dembek and authorize Mr. Dembek to work with Purchasing Agent Kate Rotella to accomplish this task in accordance with appropriate purchasing procedures.

From the 09/20/11 meeting:

- d. Report to EMAC: Approved the issuance of Purchase Order #FY12 / 475114, dated 09/16/11, in the amount of \$4,868.00 for emergency purchase from EATON Corporation in accordance with Quote/Work Order #PRP011139, dated 09/16/11, and approved payment upon receipt of an invoice.
- e. Report to EMAC: Approved the issuance of Purchase Order #FY12 / 475115, dated 09/19/11, in the amount of \$4,608.00 for emergency purchase from EATON Corporation in accordance with Quote/Work Order #PRP011140, dated 09/19/11, and approved payment upon receipt of an invoice.
- f. Report to EMAC: Approved payment of Tactical Communications Invoice #6960, dated 09/15/11, in the amount of \$332.50 for a service call on 09/02/11 (W42 Oswegatchie Fire - front control head not working).

From the 09/27/11 meeting:

- g. Consider and act on authorizing the issuance of purchase orders to EATON CORPORATION for UPS Batteries and Power Modules as follows:

| Site | Batteries | Power Module(s) |
|----------------------------|---------------------|-------------------|
| Fargo Road | Already issued P.O. | Not Needed |
| Miner Lane | Already issued P.O. | \$5,006.00 (2) |
| So. Bartlett (Rogers Hill) | \$4,400.00 | \$2,503.00 (1) |
| Southwest School | \$4,400.00 | Not Needed |
| Cohanzie Fire Station | \$4,400.00 | Not Needed |
| TOTAL | \$13,200.00 | \$7,509.00 |

Grand Total for Batteries and Power Modules: \$20,709.00

A motion was made by Mr. Cote, seconded by Mr. Goodhind and unanimously voted to authorize the issuance of a purchase order, in an amount not to exceed \$20,709.00, to Eaton Corporation for UPS Batteries and Power Modules as indicated above.

- h. Consider and act on authorizing the issuance of a purchase order in the amount of \$8,695.00 to Eaton Corporation for Powerware On-Site Gold Plan Plus maintenance for a 12 month service contract.

6. Consider and act on Radio Project Subcommittee recommendations

h. (cont'd.)

Lengthy discussion was held regarding normal life expectancy for batteries and power modules, and the possibility of investigating other manufacturers besides Eaton Corporation. Consensus was to verify that the On-Site Gold Plan Plus would cover power modules as well as batteries, and investigate how to take maximum advantage of the warranty period on the equipment. Sgt. Bellos commented that the UPS in the Dispatch Center is manufactured by Eaton Corporation and he would like to see the Dispatch Center combined with the rest of the sites in a service agreement.

A motion was made by Mr. Cote, seconded by Ms. Zawacki and unanimously voted to table this matter, pending answers to questions posed.

7. Adjournment

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

Respectfully Submitted,

Kathy A. Kent
Recording Secretary