

MINUTES
EMERGENCY MANAGEMENT ADVISORY COUNCIL (“EMAC”)
RADIO PROJECT SUBCOMMITTEE
REGULAR MEETING

WATERFORD POLICE DEPARTMENT
Tuesday, September 27, 2011, 3:30 p.m.

Present: Murray Pendleton, E.M. Director and Chief of Police
Thomas Dembek, RTM Public Safety Committee
Todd Goodhind, Public Safety Dispatcher
Kristin Zawacki, Public Works Department representative

Absent: Erik Pawlak, Jordan Fire Dept.
Sgt. Stephen Bellos, Communications Supervisor

1. Call to Order

The meeting was called to order at 3:45 p.m.

2. Approval of Minutes (09/20/11 Regular Meeting)

A motion was made by Mr. Goodhind and seconded by Mr. Dembek to approve the minutes of the 09/20/11 meeting as presented. The vote was three in favor, one abstention (K. Zawacki).

3. Discussion regarding Radio Project: towers, civils, equipment, etc.

- a. Follow-up on 03/01/11 proposal from Northeast Lightning Protection, LLC for fence grounding. Chief Pendleton stated that discussion on this item will be deferred due to Sgt. Bellos’s absence.
- b. Follow-up on 09/13/11 discussion re: FCCA licensing of Fireground system. Chief Pendleton stated that discussion on this item will be deferred due to Sgt. Bellos’s absence.
- c. Follow-up on purchase of Appleton 200 amp connector for the Fargo Road shelter, as discussed in e-mail dated 09/14/11 from Tom Dembek to Kate Rotella. Mr. Dembek reported that the purchase order had not yet been issued because Ms. Rotella needed more information. She has the required information now and a purchase order should be forthcoming.
- d. Follow-up on discussion regarding a service contract and replacement of batteries for the UPS at the equipment shelter sites. Mr. Dembek reviewed the e-mails and proposals received from Pat Regan, Service Sales Representative, R. M. Clark Associates, Inc. (Representing Eaton Corporation). A number of inaccuracies need to be corrected; Mr. Dembek will contact Ms. Regan, have her make the corrections, and forward accurate proposals for the record.
Discussion was held as follows:
 - 1) R. M. Clark Assoc. Proposal #PRP011147, replacement of Power modules and batteries at Cohanzie Fire Station and 35 South Bartlett Road (Rogers Hill) site. This is inaccurate because Cohanzie Fire Station does not need a power module. Consensus was that the battery could be replaced at Cohanzie and a power module and battery could/should be replaced at Rogers Hill.
 - 2) Discuss power module/battery needs at the Southwest School (Daniels Avenue) site. Consensus was that the battery could/should be replaced at Southwest School but there is nothing wrong with the power modules.

3. Discussion regarding Radio Project: towers, civils, equipment, etc. (cont'd.)

- 3) R. M. Clark Assoc. Contract #PRP011148, in the amount of \$13,783.00, for Powerware Single Phase UPS Service Proposal, On Site Gold Plan Plus. This proposal was revised (see PRP011148-R, below).
- 4) R. M. Clark Assoc. Proposal #PRP011148-R, in the amount of \$13,095.00, for Revised Powerware Single Phase UPS Service Proposal, On Site Gold Plan Plus. This is inaccurate because the total figure included annual coverage for five sites combined with the price for the battery assembly at Southwest School. The price for the annual coverage should have been \$8,695.00. Lengthy discussion was held and consensus was to recommend that the EMAC 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.
- 5) R. M. Clark Assoc. Proposal PRP011149, in the amount of \$3,575.00 for Powerware UPS / Stand Alone Service which would provide for annual preventative maintenance on the UPS and Battery System during regular business hours (5 days a week, 8 hours a day). This would be for inspection only – any repair required would be at current billable rates.

Consensus was to recommend that the EMAC 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

- e. Follow-up on status of Central Station Receiver installation, CAD Paging Link Software, & computer for the system. Chief Pendleton reported that the Utility Commission voted to contribute \$10,000.00 towards the Central Station Receiver and he will work out the details with the Finance Office and the Utility Commission Office.
- f. Harris Grouped RNM Traps Reports from 09/09/11 through 09/22/11.
- g. “FYI” copy of Tactical Communications Invoice #6960, dated 09/15/11, in the amount of \$332.50, sent on 09/21/11 to Finance for payment.
- h. Sprint Nextel correspondence dated 09/23/11 re: Notification of Initiation of DMA Operations in the 817-821/862-866 Portion of the 800 MHz Band. Discussion was held and consensus was to send a copy of this correspondence to Dave Moffat, Bill Sterner, and Randy White.

Brief discussion was held about the appropriate time to send a letter to the Board of Finance to update them on the status of the project.

4. Develop consensus regarding recommendations to EMAC

- a. Recommend that the EMAC 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

- b. Recommend that the EMAC 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.

5. Adjourn

There being no further business to come before the subcommittee, and upon motion duly made, seconded and unanimously voted, the meeting was adjourned at 4:20 p.m.

Respectfully Submitted,

Kathy A. Kent
Recording Secretary