

MINUTES

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

WATERFORD POLICE DEPARTMENT
Tuesday, December 6, 2011, 3:30 p.m.

Present: Murray Pendleton, E.M. Director and Chief of Police
Thomas Dembek, RTM Public Safety Committee
Sgt. Stephen Bellos, Communications Supervisor
Kristin Zawacki, Public Works Department representative
Erik Pawlak, Jordan Fire Dept.

Absent: Todd Goodhind, Public Safety Dispatcher

1. Call to Order

The meeting was called to order at 3:33 p.m.

2. Approval of Minutes (11/15/11 Regular Meeting)

A motion was made by Mr. Dembek and seconded by Sgt. Bellos to approve the minutes of the 11/15/11 meeting as presented. The vote was four in favor, one abstention (Pawlak).

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

- a. Punch List Item: Fence grounding - Sgt. Bellos will work with Jay Murphy on this.
- b. Punch List Item: FCCA licensing of Fireground system - Sgt. Bellos is working with Dave Moffat.
- c. Punch List Item: Flashing Alert Signs - Sgt. Bellos is working with Jimmy from Tactical to get this completed.
- d. Punch List Item: Dispatch Center UPS - Chief Pendleton reported that this item has been placed in the Emergency Management CIP.
- e. Punch List Item: Central Station Receiver installation - Sgt. Bellos reported the project is being wrapped up and it is now time to release the check for \$55,273.00 to ITS. This item was paid for, in part, with grant funds; in part, by the Radio Project budget; and in part, by the Utility Commission.

A motion was made by Ms. Zawacki, seconded by Sgt. Bellos and unanimously voted to approve payment in the amount of \$55,273.00 to ITS, and report said payment to the EMAC. Ms. Kent will contact the Finance Office and authorize them to release the check.

- f. Tactical Communications Invoice #7206, dated 11/01/11, in the amount of \$6,520.55, “Install Control Stations For Fire Marshal At WEC and Bus Yard; Installed and Grounded Customer Supplied Antennas with Antenna Subcontractor For Fire Marshal Control Station And At Bus Yard; Installed Lightning Arrestors for Control Stations At Fire Marshal and Bus Yard.” Discussion was held on 11/15/11 regarding the fact that it appears there are some duplicate items on Invoices #7089 and #7206. Sgt. Bellos stated he would ask Dave Moffat to review the invoices. Mr. Moffat did so, and a determination was made that Invoice #7089 in the amount of \$1,334.70 was supposed to be an “internal work order” and was erroneously sent to us as an invoice. However, since we have already paid Invoice #7089, we should simply deduct the amount of \$1,334.70 from the total on Invoice #7206 and approve payment in the amount of \$5,185.85 instead of \$6,520.55.

A motion was made by Sgt. Bellos, seconded by Ms. Zawacki and unanimously voted to approve payment of Tactical Communications Invoice #7206 in the corrected amount of \$5,185.85, and report said payment to the EMAC.

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

- g. Electrical Wholesalers Inc. Invoice Ticket #B87589, dated 11/30/11, in the amount of \$691.00 for the Appleton 200 amp connector plug for the Fargo Road shelter. Discussion was held and Mr. Dembek reported that previous issues have been taken care of and the invoice should now be paid.

A motion was made by Mr. Pawlak, seconded by Ms. Zawacki and unanimously voted to approve payment of Electrical Wholesalers Inc. Invoice Ticket #B87589, dated 11/30/11, in the amount of \$691.00 for the Appleton 200 amp connector plug for the Fargo Road shelter (in accordance with P.O. #FY12 / 675188) and report said payment to the EMAC.

- h. 11/17/11 e-mail from Tom Dembek re: clarification of On Site Gold Plan Plus coverage for power modules, with attached information for review and approval by EMAC prior to issuance of a Purchase Order for the On Site Gold Plan Plus. Brief discussion was held and consensus was to bring this revised proposal to the EMAC for approval.
- i. 12/06/11 e-mail re: invoice associated with P.O. #FY12 / 475114, EATON CORP., in the amount of \$4,868.00, for UPS Batteries at the Fargo Road site. Pat Regan from R. M. Clark Associates is working on getting this invoice to us.
- j. 11/09/11 e-mail re: invoice associated with P.O. #FY12 / 475115, EATON CORP., in the amount of \$4,608.00, for UPS Batteries at the Miner Lane site. Pat Regan from R. M. Clark Associates is working on getting this invoice to us.
- k. 11/17/11 e-mail from Tom Dembek re: Town-Wide Radio System Maintenance Cost Per Unit spreadsheet, showing all the fire services as one unit. Spreadsheet also reflects percentages.
- l. 11/18/11 e-mail from Scot Graham re: Unity Radios. For informational purposes, Chief Pendleton commented that the purchase of a Unity Radio for the new police boat will be coordinated through Harris Corporation.
- m. 11/11/11 – 11/17/11 and 11/25/11 – 12/01/11 RNM Trap Reports from Harris.
- n. 11/22/11 e-mail from Tom Dembek re: Rogers Hill power surge arrester. Mr. Dembek stated this was under warranty.
- o. 11/28/11 e-mail from Sgt. Bellos re: Communication Tower Emergency Gen Set Issues. Brief discussion was held.
- p. 11/29/11 e-mail from Sgt. Bellos re: installation of VisionAir CAD Paging Link software, along with VisionAir Invoice #BILL0000006355 in the amount of \$1,348.00 and Invoice #BILL0000006399 in the amount of \$4,162.00, for a total amount of \$5,510.00 in accordance with P.O. #FY12 / 675164. Sgt. Bellos reported the software has been installed and it is time to pay these invoices.

A motion was made by Mr. Dembek, seconded by Mr. Pawlak and unanimously voted to approve payment of VisionAir Invoice #BILL0000006355 in the amount of \$1,348.00 and Invoice #BILL0000006399 in the amount of \$4,162.00, for a total amount of \$5,510.00 in accordance with P.O. #FY12 / 675164, and report said payments to the EMAC.

- q. 11/30/11 e-mail from Pat Regan, Service Sales Representative, R.M. Clark Associates, Inc. representing EATON Corp., stating that our order for Powerware UPS Batteries and Power Module Replacements under P.O. #FY12 / 675196 has been processed by Powerware. Discussion was held; Mr. Dembek reported that he will be working with the technician from R.M. Clark once all the equipment has been delivered to us.

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

- r. Reminder: P25 System Maintenance Agreement Premium Warranty Maintenance Service will expire 12/20/11. A purchase order has been issued to Harris Corporation in the amount of \$101,014.38 to cover the post warranty period 12/21/11 through 06/30/12, after which time the expense of the post warranty maintenance agreement will be part of the Emergency Management budget.
- s. 12/05/11 Tactical Communications Invoice #7394 in the amount of \$1,225.55 for Montville Control Station power supply (service calls 8/23/11, 11/9/11, 11/10/11). Sgt. Bellos explained this is the power supply for our gateway.

A motion was made by Sgt. Bellos, seconded by Mr. Dembek and unanimously voted to approve payment of Tactical Communications Invoice #7394 in the amount of \$1,225.55 and report said payment to the EMAC.

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 4:10 p.m.

Respectfully Submitted,

Kathy A. Kent
Recording Secretary