

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

WATERFORD POLICE DEPARTMENT  
Tuesday, November 30, 2010, 3:30 p.m.

**Present:** Murray Pendleton, Emergency Management Director and Chief of Police  
Thomas Dembek, RTM Public Safety Committee  
Sgt. Stephen Bellos, Communications Supervisor  
Curt Carlough, Public Works Department representative

**1. Call to Order**

The meeting was called to order at 3:44 p.m.

**2. Approval of Minutes (11/09/10 Regular Meeting)**

A motion was made by Sgt. Bellos and seconded by Mr. Dembek to approve the minutes of the 11/09/10 regular meeting as presented. The vote was 3 in favor, 1 abstention (Mr. Carlough).

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

- a. Copy of ICALL/ITAC Radio Reprogramming Initiative from Connecticut State Police/Department of Public Safety. Mr. Dembek will take our State-issued ICALL/ITAC radios to Troop E for exchange during the week of 12/6 – 12/10/10.
- b. Copy of 11/09/10 EMAC Radio Project subcommittee minutes re: e-mail dated 09/30/10 from Tom Wilkerson to Tom Dembek with a list of recommended spare parts we should purchase, along with prices for each part. This item will remain on hold pending a decision as to which maintenance plan we will choose for the radio system.
- c. Copy of 11/09/10 EMAC Radio Project subcommittee minutes re: Tactical Communications Invoice #5685, dated 10/12/10, in the amount of \$2,586.00 for “Interface M7100 Control Stations to PA Systems in Fire Stations (Goshen and Quaker Hill); modify control stations as required for PA operation; supply amplifiers as required, Amplifier 10W, and Tech Labor.” Mr. Dembek stated that the work is done and the invoice should now be paid.

A motion was made by Mr. Carlough, seconded by Sgt. Bellos and unanimously voted to recommend that the EMAC approve payment of Tactical Communications Invoice #5685 in the amount of \$2,586.00.

- d. Copy of 11/09/10 EMAC Radio Project subcommittee minutes item 3.e., awaiting receipt of the 7 portable radios. Mr. Dembek reported that the 7 portable radios have been received.
- e. Copy of 11/09/10 EMAC Radio Project subcommittee minutes item 3.f., regarding EWA License Management Services. Chief Pendleton stated we will defer discussion on this item, as it is further addressed under item 3.p.
- f. E-mail dated 11/23/10 from Tactical Communications re: new state contract labor rate \$95.00 per hour. This is for informational purposes in conjunction with our request for Tactical to change the labor rate on Invoice #5771 from \$95.00 per hour to \$85.00 per hour, the previously understood hourly rate per State contract. It is now understood that the new hourly rate, in accordance with the state contract, is \$95.00 per hour.

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

- g. Copy of Tactical Communications Invoice #5771, dated 11/01/10, in the amount of \$190.00 for a service call on 10/15/10, sent to Finance on 11/23/10 for payment (in accordance with information received regarding new labor rate).

A motion was made by Sgt. Bellos, seconded by Mr. Carlough and unanimously voted to approve the payment of \$190.00 for Tactical Communications Invoice #5771.

- h. Copy of memo to First Selectman Steward regarding the surplus Winco LP Gas Generator. This matter has been taken care of and the surplus generator was disposed of at auction.
- i. E-mail dated 11/15/10 from Sgt. Bellos to Benjamin George re: IP scheme maps and antenna configuration drawings. Sgt. Bellos will e-mail the maps and drawings to the Chief's office.
- j. E-mail dated 11/17/10 to John Wilson, Signcraft, re: Tower Door Signs. The signs are ready for placement on the equipment shelter doors. Chief Pendleton stated he will arrange for Sgt. Bellos to work with Mr. Wilson to get this accomplished.
- k. E-mail dated 11/22/10 from Tom Dembek re: Harris grounding report items #2, 4 & 6. This e-mail was sent to Tom Wilkerson (Harris) for his information.
- l. E-mail dated 11/29/10 from Tom Wilkerson re: Punch List as of 11/29/10. The punch list was reviewed. Regarding #15, we need to ask whether they can transmit or not. Discussion was held regarding 33.94 causing problems for the Town of Granby, CT – we need to change our PLs (private lines) and that should take care of the problem. Regarding #17, we need 22 radios to finish the fireground solution, and we need to keep some spares on hand. Consensus was that 30 radios would be acceptable. Discussion was held regarding radios for the Fire Police, and Sgt. Bellos will get prices for 12 less-expensive radios. Regarding #19, Sgt. Bellos will talk to Mr. Moffat to see if this can be accomplished before Christmas.
- m. E-mail dated 11/29/10 from Tony Scalora regarding Rebanding of Prime Movers and Decon Trailers. The rebanding has been put on hold until further notice.
- n. E-mail dated 11/30/10 from Tom Wilkerson with attached Change Order #10 for Grounding Engineering Services. Discussion was held regarding the need to have this grounding work done. The First Selectman and the Finance Director are aware of the situation and agree that the work should be done through Harris Corp. as part of the radio project. Since the Town is aware of the grounding issues, if we don't fix the problems we would have no insurance coverage should a lightning strike occur again.

A motion was made by Mr. Carlough, seconded by Sgt. Bellos and unanimously voted to recommend approval and acceptance of Change Order #10, in the total amount of \$36,891.00 for Grounding Engineering Services.

- o. Copy of letter dated 11/30/10 to Tali Soto, Chief Engineer, Utility Commission, thanking him for his support and requesting assistance with monthly inspection of LP Gas Generators at equipment shelters.

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

- p. E-mail dated 11/30/10 from Judy Wilson, EWA, with attached information regarding FCC License Management. Discussion was held and consensus was to table this item while we gather information regarding our licenses and have further discussion with Ms. Wilson (EWA).
- q. Tactical Communications Quote #m358 in the amount of \$2,736.10 for noise cancelling headsets (for dispatchers).

A motion was made by Mr. Dembek, seconded by Mr. Carlough and unanimously voted to recommend acceptance of Tactical Quote #m358 for noise cancelling headsets for dispatchers.

**4. Develop consensus regarding recommendations to EMAC**

- a. Recommend that the EMAC approve payment of Tactical Communications Invoice #5685, dated 10/12/10, in the amount of \$2,586.00 for "Interface M7100 Control Stations to PA Systems in Fire Stations (Goshen and Quaker Hill); modify control stations as required for PA operation; supply amplifiers as required, Amplifier 10W, and Tech Labor."
- b. Report to EMAC: Tactical Communications Invoice #5771, dated 11/01/10, in the amount of \$190.00 for a service call on 10/15/10, was sent to Finance on 11/23/10 for payment (in accordance with information received regarding new labor rate).
- c. Recommend that the EMAC accept and approve Harris Corporation Change Order #10, in the amount of \$36,891.00, for Grounding Engineering Services.
- d. Recommend that the EMAC accept and approve Tactical Communications Quote #m358 in the amount of \$2,736.10 for noise cancelling headsets (for dispatchers).

**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 4:30 p.m.

Respectfully Submitted,

Kathy A. Kent  
Recording Secretary