

MINUTES

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

WATERFORD POLICE DEPARTMENT
Tuesday, December 27, 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
Todd Goodhind, Public Safety Dispatcher
Erik Pawlak, Jordan Fire Dept.

Absent: Kristin Zawacki, Public Works Department representative

1. Call to Order

The meeting was called to order at 3:32 p.m.

2. Approval of Minutes

a. 12/06/11 Regular Meeting – corrections necessary:

A motion was made by Mr. Dembek and seconded by Sgt. Bellos to approve the 12/06/11 Regular Meeting minutes with the following corrections:

Page 3, add Agenda Item 4 as outlined below:

“4. Develop consensus regarding recommendations to EMAC

a. Report to EMAC: Authorized the release of Check #000303455, in the amount of \$55,273.00, to Integrated Technical systems, Inc. for the Central Station Receiver replacement.

b. Report to EMAC: Approved payment of Tactical Communications Invoice #7206, dated 11/01/11, in the corrected amount of \$5,185.85.

c. Report to EMAC: Approved 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).

d. Recommend that the EMAC approve the issuance of a purchase order to EATON Corp. in the amount of \$8,695.00 as outlined in revised proposal #PRP011148-R2, dated 10/10/11, from R. M. Clark Associates, Inc., for the EATON Powerware On Site Gold Plan Plus maintenance contract for a period of 12 months.

e. Report to EMAC: Approved 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.

f. Report to EMAC: Approved payment of Tactical Communications Invoice #7394 in the amount of \$1,225.55 for Montville Control Station power supply.”

The vote was 4 in favor, 1 abstention (Goodhind).

b. 11/15/11 Regular Meeting – corrections necessary:

A motion was made by Sgt. Bellos and seconded by Mr. Dembek to correct the 11/15/11 Regular Meeting minutes as follows:

Page 1, Item 3.f., motion should be corrected to read:

“A motion was made by Ms. Zawacki, seconded by Sgt. Bellos and unanimously voted to approve payment of this invoice after it is reviewed and corrected and report said payment to the EMAC.”

2. Approval of Minutes

b. 11/15/11 Regular Meeting – corrections necessary (cont'd.):

Page 3, add Agenda Item 4 as outlined below:

4. Develop consensus regarding recommendations to EMAC

- a. Report to EMAC: Approved payment of Tactical Communications Invoice #7206, dated 11/01/11, for work performed in conjunction with control station installations for Fire Marshal and at the Bus Yard, in an amount to be determined after review and corrections of the amount due.

The vote was 3 in favor, 2 abstentions (Goodhind, Pawlak).

11/01/11 Regular Meeting - corrections necessary:

A motion was made by Mr. Dembek and seconded by Sgt. Bellos to correct the 11/01/11 Regular Meeting minutes as follows:

Page 2, add Agenda Item 4 as outlined below:

4. Develop consensus regarding recommendations to EMAC

- a. Recommend that the EMAC approve moving forward with the purchase of the Powerware On-Site Gold Plan Plus maintenance for a 12 month service contract, beginning July, 2012.
- b. Report to EMAC: Approved payment of Tactical Invoice #7089, dated 10/07/11, in the amount of \$1,334.70.

The vote was 3 in favor, 2 abstentions (Goodhind, Pawlak).

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

- a. Punch List Items. The punch list was reviewed and consensus was to add Fireground System and grounding of camera and heating on top of Dispatch Center. Discussion was held regarding the license books and Mr. Goodhind reported they are finished, other than to insert the page separators.
- b. Tactical Communications Invoice #7394, dated 12/05/11, in the amount of \$1,225.55, sent on 12/07/11 to Finance for payment.
- c. VisionAir Invoice #BILL0000006355, dated 10/26/11, in the amount of \$1,348.00, sent on 12/07/11 to Finance for payment.
- d. VisionAir Invoice #BILL0000006399, dated 11/29/11, in the amount of \$4,162.00, sent on 12/07/11 to Finance for payment.
- e. Electrical Wholesalers, Inc. Invoice Ticket #B87589, dated 11/30/11, in the amount of \$691.00, sent on 12/07/11 to Finance for payment.
- f. Tactical Communications Invoice #7206, dated 11/01/11, in the corrected amount of \$5,185.85, sent on 12/07/11 to finance for payment.
- g. 12/07/11 authorization to release Check #000303455, in the amount of \$55,273.00, to Integrated Technical Systems, Inc. for the Central Station Receiver replacement.
- h. EATON Corporation Invoice #34249936, dated 12/13/11, in the amount of \$4,607.96 plus \$292.61 for sales/use tax, total amount \$4,900.57, for work performed at 85 Miner Lane. The Town of Waterford is exempt from paying sales/use tax; therefore, the amount to be paid is \$4,607.96 in accordance with work outlined on Purchase Order #475115.

A motion was made by Mr. Dembek, seconded by Mr. Goodhind and unanimously voted to approve payment of EATON Corporation Invoice #34249936, dated 12/13/11, in the amount of \$4,607.96, in accordance with work outlined on Purchase Order #475115, and report said payment to the EMAC.

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

- i. E-mail dated 12/15/11 from Tom Dembek re: Radio System Site UPS. Mr. Dembek reported on this matter, stating that he and the technician are waiting for the parts to come in to finish the job.
- j. E-mail dated 12/16/11 from Sgt. Bellos, transmitting the November, 2011 Monthly Maintenance Report from Harris.
- k. E-mail(s) dated 12/16/11 and 12/23/11 from Sgt. Bellos, transmitting the weekly RNM Trap Reports for 12/02/11 through 12/22/11.
- l. E-mail dated 12/22/11 from Pat Regan, R. M. Clark Associates, stating that EATON Corporation Invoice #34214577, dated 12/07/11, in the amount of \$4,748.00 for work performed at 45R Fargo Road is complete and correct, even though it is \$120.00 less than the original quote.
- m. EATON Corporation Invoice #34214577, dated 12/07/11, in the amount of \$4,748.00 for work performed at 45R Fargo Road, in accordance with work outlined on Purchase Order #475114.

A motion was made by Mr. Dembek, seconded by Mr. Pawlak and unanimously voted to approve payment of EATON Corporation Invoice #34214577, dated 12/07/11, in the amount of \$4,748.00 for work performed at 45R Fargo Road, in accordance with work outlined on Purchase Order #475114, and report said payment to the EMAC.

- n. Tactical Communications Invoice #7447, dated 12/22/11, in the amount of \$1,603.95, for site grounding work performed at the Cohanzie site.

A motion was made by Mr. Goodhind, seconded by Mr. Pawlak and unanimously voted to approve payment of Tactical Communications Invoice #7447, dated 12/22/11, in the amount of \$1,603.95, for site grounding work performed at the Cohanzie site, and report said payment to the EMAC.

- o. EMAC Radio Project Subcommittee meeting schedule for calendar year 2012.

4. Develop consensus regarding recommendations to EMAC

- a. Report to EMAC: Approved payment of EATON Corporation Invoice #34249936, dated 12/13/11, in the amount of \$4,607.96 for work performed at 85 Miner Lane, in accordance with P.O. #475115.
- b. Report to EMAC: Approved payment of EATON Corporation Invoice #34214577, dated 12/07/11, in the amount of \$4,748.00 for work performed at 45R Fargo Road, in accordance with work outlined on Purchase Order #475114.
- c. Report to EMAC: Approved payment of Tactical Communications Invoice #7447, dated 12/22/11, in the amount of \$1,603.95, for site grounding work performed at the Cohanzie site.

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 4:05 p.m.

Respectfully Submitted,

Kathy A. Kent
Recording Secretary