

## MINUTES

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

WATERFORD POLICE DEPARTMENT  
Tuesday, January 24, 2012, 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

**Absent:** Todd Goodhind, Public Safety Dispatcher  
Erik Pawlak, Jordan Fire Dept.

#### 1. Call to Order

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

#### 2. Approval of Minutes (12/27/11 Regular Meeting)

A motion was made by Mr. Dembek and seconded by Sgt. Bellos to approve the minutes of the 12/27/11 meeting as presented. The vote was 3 in favor, 1 abstention (Zawacki).

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

- a. Punch List Items were discussed and updated.
- b. E-mail dated 12/29/11 from Pat Regan, R. M. Clark Associates, Inc., with authorization for Proposal PRP011191 for a Powerware Power Module (ASY-0673) for Rogers Hill (35 S. Bartlett Rd.), if needed. T. Dembek stated that the work has been completed and we didn't end up having to purchase this item.
- c. E-mail dated 01/03/12 from Tom Dembek re: emergency phone at Jordan Fire Dept. and re: completing the UPS repairs at Rogers Hill and Miner Lane.
- d. E-mail dated 01/04/12 from Rudie Beers with updated Telecommunications Upgrade Project expense reports. Discussion was held regarding the balance left in the Radio Project budget; we'll be checking with Rudie Beers on a couple of items. Sgt. Bellos will get quotes for batteries for Police Department and Fire Officers' portable radios.
- e. EATON Invoice #34214577, dated 12/07/11, in the amount of \$4,748.00, sent on 01/04/12 to Finance for payment in accordance with PO #FY12 / 475114.
- f. EATON Invoice #34249936, dated 12/07/11, in the amount of \$4,607.96, sent on 01/04/12 to Finance for payment in accordance with PO #FY12 / 475115.
- g. Harris Corporation Invoice #93096933, dated 12/21/11, in the amount of \$101,014.38, sent on 01/04/12 to Finance for payment in accordance with PO #FY12 / 675166.
- h. Tactical Communications Invoice #7447, dated 12/22/11, in the amount of \$1,603.95, sent on 01/04/12 to Finance for payment.

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

- i. E-mail dated 01/05/12 from Sgt. Bellos, transmitting 27 pages of User ID Numbers for all the radios programmed in the radio system.
- j. E-mail dated 01/06/12 from Sgt. Bellos, transmitting the Harris RNM Trap report for week ending 01/05/12.
- k. E-mail dated 01/09/12 from Sgt. Bellos, transmitting the Harris Maintenance Report for December, 2011.
- l. E-mail dated 01/09/12 from Pat Regan, R. M. Clark Associates, Inc., re: Waterford Purchase Order #FY12 / 675199 for the On Site Gold Plan Plus Service Plan.
- m. E-mail dated 01/09/12 from K. Kent to Pat Regan, requesting that EATON Invoice #34318999 be corrected to reflect a balance due of \$20,709.00 in accordance with Proposal PRP011147-R and PO #FY12 / 675196.
- n. Tactical Communications Invoice #7519, dated 01/10/12, in the amount of \$495.00, for “out of warranty” repair of radio P5100, S/N 9110981. Brief discussion was held.

A motion was made by Ms. Zawacki, seconded by Sgt. Bellos and unanimously voted to approve payment of Tactical Communications Invoice #7519, dated 01/10/12, in the amount of \$495.00, and report said payment to the EMAC.

- o. Correspondence dated 01/10/12 from Sprint Nextel, Notification of Initiation of DMA Operations in the 817-821/862-866 MHz Portion of the 800 MHz Band.
- p. E-mail dated 01/11/12 from Pat Regan, R. M. Clark Associates, Inc. with attached corrected EATON Invoice #34318999, dated 12/27/11, in the total amount of \$20,709.00, for power modules and battery packs at equipment shelter sites, in accordance with P. O. #FY12 / 675196. Discussion was held; consensus was to recommend payment of this invoice as the work has been finished.

A motion was made by Sgt. Bellos, seconded by Mr. Dembek and unanimously voted to recommend that the EMAC approve payment of EATON Invoice #34318999, dated 12/27/11, in the total amount of \$20,709.00, for power modules and battery packs at equipment shelter sites, in accordance with P. O. #FY12 / 675196.

- q. E-mail dated 01/13/12 from Sgt. Bellos, transmitting the Harris RNM Trap report for week ending 01/12/12.
- r. E-mail dated 01/17/12 from Pat Regan, R. M. Clark Associates, Inc., confirming that a service contract (On Site Gold Plan Plus, 1/16/12–1/15/13) has been initiated for the (5) 9170+ Single Phase UPS’s located at our remote communications sites, with attached EATON Invoice #34444131, dated 01/17/12, in the total amount of \$8,695.00, in accordance with P. O. #FY12 / 675199. Discussion was held and consensus was to recommend payment of this invoice.

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

r. (cont'd.)

Discussion was also held regarding the need to budget for coverage from 01/15/13 to 06/30/13 in the Emergency Management budget. Sgt. Bellos commented he believes Ms. Ferrara did plan for this in the FY 12/13 budget, but he will confirm with her.

A motion was made by Sgt. Bellos, seconded by Mr. Dembek and unanimously voted to recommend that the EMAC approve payment of EATON Invoice #34444131, dated 01/17/12, in the total amount of \$8,695.00, for the On Site Gold Plan Plus service contract from 01/16/12 through 01/15/13, in accordance with P. O. #FY12 / 675199.

General discussion was held, during which time Sgt. Bellos reported he has been reprogramming the portables and mobiles for the fire service. Discussion was held about the Fireground and the need for something in writing to document events and status; we need to check and see if the license is wide band; the old \$250 radios should not be used and need to be disposed of.

Radio policies need to be drawn up. Ms. Zawacki inquired if an e-mail could be sent out to all departments to let them know who to contact (Sgt. Bellos) if their radios are not working. Chief Pendleton will contact Bruce Miller to obtain his help, as it is imperative we begin to develop the policies as soon as possible. Discussion was held regarding the generator at Town Hall; we need to find out if it is working yet.

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

- a. Report to EMAC: Approved payment of Tactical Communications Invoice #7519, dated 01/10/12, in the amount of \$495.00, for "out of warranty" repair of radio P5100, S/N 9110981.
- b. Recommend that the EMAC approve payment of EATON Invoice #34318999, dated 12/27/11, in the total amount of \$20,709.00, for power modules and battery packs at equipment shelter sites, in accordance with P. O. #FY12 / 675196.
- c. Recommend that the EMAC approve payment of EATON Invoice #34444131, dated 01/17/12, in the total amount of \$8,695.00, for the On Site Gold Plan Plus service contract (01/16/12 – 01/15/13), in accordance with P. O. #FY12 / 675199.

**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 4:25 p.m.

Respectfully Submitted,

Kathy A. Kent  
Recording Secretary