

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

WATERFORD POLICE DEPARTMENT
Tuesday, January 4, 2011, 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
Todd Goodhind, Public Safety Dispatcher
Erik Pawlak, Waterford Fire Engine Co. No. 1, Inc. (Jordan Fire Dept.)

1. Call to Order

The meeting was called to order at 3:35 p.m.

2. Approval of Minutes (12/14/10 Regular Meeting)

A motion was made by Sgt. Bellos and seconded by Mr. Carlough to approve the minutes of the 12/14/10 regular meeting as presented. The vote was 5 in favor, 1 abstention (Goodhind).

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

- a. Correspondence from “Business Radio Licensing” of Laguna Niguel, CA, regarding Call Sign KB79469. Consensus was that no action is necessary.
- b. Tactical Communications Invoice #5910, dated 12/07/10, in the amount of \$142.50 for Tech. Service on 11/10 and 11/11/10 (W-15 radio shuts off under emergency mode). Discussion was held; Sgt. Bellos stated that this radio was installed in April and broke in November. He will contact Dave Moffat to talk about this invoice.
- c. Tactical Communications Invoice #5920, dated 12/09/10, in the amount of \$285.00 for Service Call on 12/02/10 (position 2 down). Sgt. Bellos will contact Dave Moffat about including this invoice with the “lightning strike damage” invoices.
- d. E-mail dated 12/15/10 from Tom Dembek re: generator maintenance.
- e. Updated ICALL/ITAC Rebanding Schedule dated December 17, 2010. Mr. Dembek stated that the Town’s rebanding work has been completed.
- f. E-mail dated 12/20/10 from Tom Dembek regarding relocating the 50 pair cable from the PD phone room to the PD computer room. Attached to this e-mail were pictures of a split/cracked 2 x 4 located above the Records Department. Chief Pendleton will forward a copy of this information to Jay Miner and will speak with him regarding this issue.
- g. E-mail dated 12/21/10 from Sgt. Bellos, in response to an e-mail dated 12/21/10 from Tom Dembek, re: the grounding wires used by CII. Sgt. Bellos’ e-mail states that CII will replace the #4 with #2 wire as called for in the Harris “Site Grounding and Lightning Protection Guidelines.” Sgt. Bellos stated the work will be done in January, 2011.
- h. E-mail dated 12/21/10 from Tom Dembek re: Inspection of Dispatch Center Roof Grounding. Discussion was held, some work still needs to be done, Mr. Dembek will do it.
- i. Copy of letter dated 12/22/10 to Police Chief Watkins of Granby, CT re: Radio Interference. Discussion was held. Chief Pendleton stated he talked with Chief Watkins, telling him that if they had PL lines we might have been able to assist them with their problem, but since they don’t have PL lines there’s nothing we can do.

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

- j. Tactical Communications Invoice #5971, dated 12/22/10, in the amount of \$2,389.50, for MAHG-ZN5Z Hand Held Controller M7100, equipment sale only, installation labor not included. Discussion was held.

A motion was made by Mr. Carlough, seconded by Mr. Pawlak and unanimously voted to recommend that the EMAC approve payment of Tactical Communications Invoice #5971, dated 12/22/10, in the amount of \$2,389.50.

- k. E-mail dated 12/29/10 from Judy Wilson, EWA, with attachments as follows:
(1) Print-out dated 12/22/10 of Waterford call signs on the FCC Website (from Sgt. Bellos)
(2) Print-out dated 12/29/10 from Judy Wilson, EWA, regarding Waterford call signs & FRNs.
Discussion was held; Mr. Goodhind will do an analysis of the call signs and the information provided by Sgt. Bellos and Ms. Wilson and report on the results of the analysis at our next meeting.
- l. E-mail dated 01/03/11 from Tom Dembek re: incorporating or attaching the notes from the 12/21/10 meeting with Tom Wilkerson & Frank DeLuca to the Certificate of Final Acceptance before we sign off on it. Discussion was held, with consensus being that language acknowledging the notes will be incorporated into the Certificate of Final Acceptance.
- m. E-mail dated 01/03/11 from Tom Dembek re: Radio Committee items that still need to be taken care of. The issues, in brief, are as follows:
- Fire ground system – we are waiting for pricing information from Harris Corp.
 - Mux cards – we approved the replacement of the mux cards between Dispatch & Cohanzie, to replace the existing units that we had problems obtaining spare cards for during an emergency. Tactical was going to use a different supplier, replace both units, stock spare cards so that the Town would not need to do so. The new Mux units need to be expanded with an additional card to support the other old PD radio channel. This work still needs to be completed and the funds need to be set aside for this.
 - We need to look at the Dispatch Center 100 foot tower and see what surplus antennas/cables could come down; for example, the old Public Works antenna and possibly any old Fire antennas.
 - If we are going to place a mobile radio with a 12 volt power supply at the Fire Marshal's Office and the School Bus building at Public Works, we should set funds aside for that.
 - A P.O. to Tactical was issued 1/27/10 for \$1,910.00 to rack mount the two med radios at Cohanzie and put them on the new UPS. This work still needs to be done.

Discussion was held, and consensus was to research past Subcommittee action regarding the Mux cards and get a quote from Tactical; Chief Pendleton and Sgt. Bellos will follow up on the Dispatch Center towers; we need to follow up on the FMO and School Bus mobile radios by getting a quote; we need to follow up with Dave Moffat about rack mounting the med radios; Sgt. Bellos will call Dave Moffat and they will work on a Tactical Communications punch list.

- n. Certificate of Acceptance, dated 12/21/10 and signed by Tom Wilkerson, awaiting signature by the Town of Waterford.

A motion was made by Sgt. Bellos, seconded by Mr. Dembek and unanimously voted to recommend that the EMAC approve the Certificate of Acceptance dated 12/21/10 and authorize the First Selectman to sign it.

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

- o. Meeting Notes, December 21, 2010, 2:00 p.m. Participants at this meeting included First Selectman Dan Steward, Director of Finance Rudie Beers, Chief Pendleton, Harris Regional Service Manager Frank DeLuca, Harris Project Manager Tom Wilkerson, Tactical Communications CEO Dave Moffat, and others. Attached to the meeting notes was information regarding Premium Warranty costs for the first warranty year (12/21/10 – 12/20/11) and long term maintenance costs for Premium Maintenance Options for Year One (12/21/11 – 12/20/12) through Year Five.

The Subcommittee discussed the meeting notes and made the following observations:

The purpose of the 12/21/10 meeting was to discuss acceptance of the radio system, begin the warranty period, and discuss future maintenance contracts. Lengthy discussion was held during this meeting regarding Basic Warranty Service (24 x 7 x 365 Emergency Response; billable anytime other than M-F, 8-5), which would entail the Town needing to purchase and store spare parts costing in excess of \$117,000.00, vs. Premium Warranty Service (24 x 7 x 365 Emergency Response on infrastructure; all labor, transportation and shipping; Harris maintains spare parts; weekly site visits and functional testing; semi-annual system preventative maintenance; weekly alarm reports; and monthly maintenance reports.) The cost of the Premium Warranty Service is \$48,312.50. Mr. Moffat commented that the Premium Warranty Service would be a good selling point if the Town wants to bring other municipalities on board. Ms. Beers mentioned that we need to amortize the capital costs if regionalization takes place. Consensus of Town personnel was to go with the Premium Warranty Service, to be paid by the Radio Project funds.

Lengthy discussion was held regarding Premium Maintenance Options, after the warranty year. We have 12 months to decide if we want to purchase the yearly maintenance plans, at the guaranteed prices for Years One through Five. Discussion was held regarding the fact that if the one-year warranty runs from 12/21/10 through 12/20/11, that means that a maintenance contract will need to begin on 12/21/11 and we will need to budget for 6 months of the maintenance contract cost in the FY 11/12 budget.

Mr. DeLuca stated that the Town of Waterford is now officially authorized to go live (which we already are). If failures in the system are going to occur, they would usually do so within the first 90 days. Warranties get voided if the Town allows anyone other than an authorized Harris representative to work on the system.

Mr. Wilkerson presented a system acceptance sign-off sheet, which Ms. Beers reviewed and commented on. Changes need to be made to the language on the sign-off; Mr. Wilkerson will make those changes and e-mail us a new sheet. Ms. Beers stated that the EMAC should vote to accept the system, which they can do at their next meeting.

After reviewing the 12/21/10 meeting notes, the Subcommittee members reached a consensus and took the following action:

A motion was made by Sgt. Bellos, seconded by Mr. Dembek and unanimously voted to recommend EMAC authorize payment out of the Radio Project budget of \$48,312.50 to Harris Corp. for Premium Warranty coverage from 12/21/10 through 12/20/11.

A motion was made by Mr. Goodhind, seconded by Mr. Dembek and unanimously voted to recommend EMAC authorize payment, out of the Radio Project budget, of half of the Year One (12/21/11 – 12/20/12) Long Term Premium Maintenance coverage, due to the fact that six months of that period (12/21/11 – 6/30/12) will be part of FY 2011/2012, which is the budget year we are currently working on. (The full Year One amount is \$199,698.94, so half of that amount is \$99,849.47.)

4. Develop consensus regarding recommendations to EMAC

- a. Recommend that the EMAC approve payment of Tactical Communications Invoice #5971, dated 12/22/10, in the amount of \$2,389.50.
- b. Recommend that the EMAC approve the Certificate of Final Acceptance and authorize the First Selectman to sign it.
- c. Recommend that the EMAC authorize payment, out of the Radio Project budget, of \$48,312.50 to Harris Corp. for Premium Warranty coverage from 12/21/10 through 12/20/11.
- d. Recommend that the EMAC authorize payment, out of the Radio Project budget, of half of the Year One (12/21/11 – 12/20/12) Long Term Premium Maintenance coverage, due to the fact that six months of that period (12/21/11 – 6/30/12) will be part of FY 2011/2012, which is the budget year we are currently working on. (The full Year One amount is \$199,698.94; half of that amount is \$99,849.47.)

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 4:16 p.m.

Respectfully Submitted,

Kathy A. Kent
Recording Secretary