

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

WATERFORD POLICE DEPARTMENT
Tuesday, May 17, 2011, 3:30 p.m.

Present: Murray Pendleton, Emergency Management Director and Chief of Police
Sgt. Stephen Bellos, Communications Supervisor
Curt Carlough, Public Works Department representative
Thomas Dembek, RTM Public Safety Committee
Todd Goodhind, Public Safety Dispatcher
Erik Pawlak, Jordan Fire Dept
Kristin Zawacki, Public Works Department representative

1. Call to Order

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

2. Approval of Minutes (04/26/11 Regular Meeting)

A motion was made by Mr. Carlough and seconded by Mr. Goodhind to approve the minutes of the 04/26/11 regular meeting as presented. The vote was four in favor, two abstentions (Pawlak, Zawacki).

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

- a. P25 System Maintenance Agreement; brief discussion was held. Chief Pendleton will advise the Finance Department and the Board of Finance that the EMAC will pay for six months (12/21/11 through 06/30/12) of the first post warranty period, as voted on by EMAC at its 01/04/11 meeting. Chief Pendleton will begin budgeting for maintenance costs in the Emergency Management FY 12/13 budget. The costs will appear in the Emergency Management budget, but there will be a chart indicating each user department’s portion of the cost.
- b. EMAC 04/26/11 minutes regarding Whaling City Invoice #233790, dated 02/11/11, in the total amount of \$1,514.08 (sent on 04/06/11 to Finance for half-payment in the amount of \$757.04), along with follow-up information. Chief Pendleton will contact Mr. Moffat to discuss this matter.
- c. EMAC 04/26/11 minutes regarding Harris Corporation invoices. Chief Pendleton commented that we still have issues to be resolved and it is not time to pay the invoices yet.
- d. “FYI” email dated 04/29/11 from Sgt. Bellos with weekly RNM Trap Reports for periods ending 04/21 and 04/28/11, provided by Randy White, Harris Corp.
- e. E-mail dated 05/02/11 from Tactical Communications, with attached invoice in the amount of \$1,920.00 for 11 noise canceling headsets and 7 push to talk amplifiers. Sgt. Bellos stated he will talk with Dave Moffat about discarding this invoice and having Tactical Communications send a new invoice after we have received all of the headsets we were supposed to receive.
- f. “FYI” email dated 05/06/11 from Sgt. Bellos with weekly RNM Trap Reports for period ending 05/05/11, provided by Randy White, Harris Corp.

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

- g. E-mail dated 05/12/11 from Dave Moffat (Tactical Communications), with attached e-mail dated 05/06/11 from Ed Muller (Harris Corp.). Discussion was held and consensus was to coordinate a teleconference meeting between the New London Port Area Marine Group and Lee Connor, Harris Corporation's product specialist/grant funding expert to discuss Unity Portable and Mobile Radios. Dates suggested by Mr. Muller were May 24th, May 25th, or May 26th.
- h. Proposal dated 05/12/11 from EMCOR Services New England Mechanical for HVAC Preventative Maintenance at four equipment shelter sites (Daniels Ave., Miner Lane, So. Bartlett Rd., Fargo Rd.) Discussion was held; consensus was that the preventive maintenance of the equipment shelter HVAC systems should be performed by EMCOR Services New England Mechanical, as they are the authorized service vendor in Connecticut for Bard HVAC units.

A motion was made by Sgt. Bellos, seconded by Mr. Dembek and unanimously voted to approve, and authorize Chief Pendleton to sign, the EMCOR Services New England Mechanical preventive maintenance program proposal dated May 12, 2011, in the amount of \$950.00, for the Bard HVAC units and report said approval to the EMAC.

- i. Tactical Communications Invoice #6468, dated May 12, 2011, in the amount of \$190.00 for a service call on 4/14/11 (clicking noise on Q.H. Fire PA Speakers).

A motion was made by Mr. Carlough and seconded by Mr. Pawlak to approve payment of Tactical Communications Invoice #6468, dated May 12, 2011, in the amount of \$190.00, and report said payment to the EMAC. The vote was six in favor, one abstention (Goodhind).

- j. "FYI" email dated 05/13/11 from Sgt. Bellos with weekly RNM Trap Reports for period ending 05/12/11, provided by Randy White, Harris Corp.
- k. "FYI" email dated 05/16/11 from Sgt. Bellos with monthly maintenance report for April, 2011, provided by Randy White, Harris Corp.

- l. Memo dated 05/16/11 regarding items that need follow-up. Items were discussed as follows:

- Quotes received from Tactical Communications
 - Twenty-four (24) Portable P5150 radios for use by Fire Ground \$67,617.60
 - Ten (10) Portable P5150 radios for use by Fire Police \$27,770.00
 - One (1) demo portable package \$ 4,000.00
 - (2) P7170 800 MHz System Models
 - (1) P7150 Scan 800 MHz Scan
 - (1) P5150 Scan 800 MHz Scan
 - Includes batteries and antennas

Sgt. Bellos commented that he will be speaking with Mr. Moffat and receiving revised quotes that will be slightly lower than the above referenced quotes. Consensus was to approve and authorize purchase orders for the revised quotes up to, but not exceeding, the amounts listed above.

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

l. Memo dated 05/16/11 regarding items that need follow-up (cont'd.)

A motion was made by Mr. Goodhind, seconded by Mr. Carlough and unanimously voted to approve and authorize a purchase order for Tactical Communications Quotation #444 in an amount not to exceed \$67,617.60, and report said action to EMAC.

A motion was made by Mr. Pawlak, seconded by Sgt. Bellos and unanimously voted to approve and authorize a purchase order for Tactical Communications Quotation #445 in an amount not to exceed \$27,770.00, and report said action to EMAC.

A motion was made by Mr. Goodhind, seconded by Mr. Dembek and unanimously voted to approve and authorize a purchase order for Tactical Communications Quotation #m391 in an amount not to exceed \$4,000.00, and report said action to EMAC.

Sgt. Bellos commented we will be receiving a quote from Tactical Communications for the fire ground infrastructure in the immediate future. Also, he has follow-up information regarding VisionCad and he will forward said information to the Chief's Office.

- m. Central Station Receiver – updated sequence of events. Chief Pendleton commented that he and Sgt. Bellos met with the Director of Finance and the Purchasing Agent and consensus was that a bid waiver would be in the best interest of the Town. A letter dated May 16, 2011 was sent to First Selectman Steward, requesting the bid waiver and explaining necessary details, and the Board of Selectmen is scheduled to address this matter on May 19, 2011.
- n. Draft letter to Tactical Communications, Inc. re: Request for Coverage Study. Chief Pendleton commented on a project being worked on at the request of Waterford First Selectman Steward and East Lyme First Selectman Formica, to explore the possibility of a potential merger of East Lyme's emergency communications center into Waterford's emergency communications center. Meetings and discussions have been held and there is a need to conduct a study to determine the coverage of the current Waterford system in the Town of East Lyme. Chief Pendleton has been requested to have Tactical Communications, Inc. conduct a boundary study of the Town of Waterford's current Harris Corporation designed radio system, to determine its effective coverage within the Town of East Lyme; the study must duplicate the Town of Waterford's coverage requirements as agreed upon through the Harris Corporation contract. Preliminary discussions with Dave Moffat, President of Tactical Communications, have confirmed that the cost of such a study would be in the area of \$5,000, but Tactical will wait for payment until we receive grant funding. In the event this project or the grant funding falls through, the two Towns will share the cost equally. The goal is to have Waterford and East Lyme on the same talk group and be part of the same public safety answering point (PSAP) system, which is encouraged by the State of Connecticut and makes our PSAP eligible for grant funds.

A motion was made by Mr. Carlough, seconded by Mr. Goodhind and unanimously voted to authorize Chief Pendleton to sign a letter to Tactical Communications, Inc., requesting a boundary study as discussed above, and report said action to the EMAC.

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

General discussion took place which included the following matters:

- status of the punch list
- quote for the fire ground infrastructure, which should be received within 2 or 3 days
- need to contact the vendor (whose name was provided to us by Annemarie Stanford) regarding our surplus equipment
- license copy books will be done next week
- new Millstone siren system has negated the need for the Town of Waterford civil preparedness siren; going to be the new mutual aid frequency for the fire service.
- will the USCG have the ability to transmit on our system? Need to explore the USCG's use of our system

4. Develop consensus regarding recommendations to EMAC

- a. Report to EMAC: Approved, and authorized Chief Pendleton to sign, the EMCOR Services New England Mechanical preventive maintenance program proposal dated May 12, 2011, in the amount of \$950.00, for the Bard HVAC units in the equipment shelters.
- b. Report to EMAC: Approved payment of Tactical Communications Invoice #6468, dated May 12, 2011, in the amount of \$190.00, for a service call on 4/14/11 (clicking noise on Q.H. Fire PA Speakers).
- c. Report to EMAC: Approved and authorized purchase orders for the following items from Tactical Communications, Inc:

Quote	Item(s)	Amount not to Exceed
#444	24 Portable P5150 radios for use by Fire Ground	\$67,617.60
#445	10 Portable P5150 radios for use by Fire Police	\$27,770.00
#m391	1 Demo Portable Package	\$ 4,000.00
	o (2) P7170 800 MHz System Models	
	o P7150 Scan 800 MHZ Scan	
	o P5150 Scan 800 MHz Scan	
	o Includes batteries and antennas	
- d. Report to EMAC: Authorized Chief Pendleton to sign a letter to Tactical Communications, Inc., requesting a boundary study of the Town of Waterford's current Harris Corporation designed radio system, to determine its effective coverage within the Town of East Lyme, for the purpose of exploring the possibility of a potential merger of East Lyme's emergency communications center into Waterford's emergency communications center.

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 4:43 p.m.

Respectfully Submitted,

Kathy A. Kent
Recording Secretary