

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

WATERFORD POLICE DEPARTMENT
Tuesday, September 21, 2010, 3:30 p.m.

Present: Murray Pendleton, Emergency Management Director and Chief of Police
Thomas Dembek, RTM Public Safety Committee
Curt Carlough, Public Works Department representative

Absent: Sgt. Stephen Bellos, Communications Supervisor

1. Call to Order

The meeting was called to order at 4:00 p.m.

2. Approval of Minutes (08/31/10 Regular Meeting)

A motion was made by Mr. Carlough, seconded by Mr. Dembek and unanimously voted to approve the minutes of the 08/31/10 regular meeting as presented.

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

- a. Harris Corporation Invoice #092809MB, dated 09/28/09, in the amount of \$90,556.00 for the Verint Audiolog Trunked Radio Recording System, sent to Finance on 01/06/10 for payment in the amount of \$75,000.00, leaving a balance of \$15,556.00. Harris Corporation is requesting payment of the balance. Discussion was held and consensus was to obtain concurrence from Sgt. Bellos that this invoice should now be paid and if he concurs, pay it.

A motion was made by Mr. Dembek, seconded by Mr. Carlough and unanimously voted to approve payment of \$15,556.00 to Harris Corporation for the remaining balance of Invoice #092809MB, dated 09/28/09, contingent upon concurrence by Sgt. Bellos, and report said payment to the EMAC.

- b. Harris Corporation Invoice #93050469, dated 07/29/10, in the amount of \$506.25, with notation that we spoke to Tom Wilkerson on 08/25/10 about this invoice but didn't get a definitive answer and we need to contact him again. Discussion was held and this item will be left open for the time being.
- c. Copy of notes containing Chief Pendleton's perspective after a working meeting held on 08/25/10, along with pertinent information from said meeting. Consensus was that the notes and attachments need to be reviewed by the subcommittee members.
- d. Copy of 08/27/10 Punch List of action items provided by Ben George, Harris Corp., after meeting with Sgt. Bellos, Lt. Mahoney, Tom Dembek and Randy from Harris. Chief Pendleton commented on the need to combine and sort out the various punch lists.
- e. Tactical Communications Invoice #5521, dated 08/30/10, in the amount of \$4,800.00 for transfer of the conventional base stations at Cohanzie to the new T1 MUX, including 33.94, (2) MED Stations, (2) 800 MHz Repeaters, Tech Labor, M66 Punch Blocks and Cables. Mr. Dembek explained this invoice and stated it is a valid expense that needs to be paid.

A motion was made by Mr. Dembek, seconded by Mr. Carlough and unanimously voted to approve payment of Tactical Communications Invoice #5521, dated 08/30/10, in the amount of \$4,800.00, and report said payment to the EMAC.

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

- f. Copy of invoice dated 08/31/10 in the amount of \$2,000.00, sent to Ron Kersey, EMS Coordinator, Lawrence & Memorial Hospital, for portion of cost associated with replacement of Waterford Dispatch Medic Radio.
- g. E-mail dated 09/01/10 from Tom Dembek re: Oswegatchie Head Set Issues. Mr. Dembek explained that the head sets aren't working properly when the truck is in motion. Tactical Communications scheduled a service call, but unfortunately the truck is in Windsor Locks being worked on. This item will be kept open for the time being.
- h. Copy of report provided by Patsy Cannon, Grounding Engineer, Harris Corporation, for Waterford Dispatch Center Grounding Audit conducted 08/20/10, along with Mr. Dembek's comments regarding the report. The report and Mr. Dembek's comments were reviewed, discussion was held, and consensus was that Items #2, 4, 6, & 8 can and will be taken care of by Mr. Dembek and Mr. Carlough as soon as possible. The remaining items will possibly require the services of an engineer, an electrician, a lightning protection contractor, and/or others. Chief Pendleton will work on this.
- i. E-mail dated 09/02/10 from Tom Dembek, stating that he will mark up the grounding report and bring color copies to the next EMAC Radio Project Subcommittee meeting.
- j. E-mail dated 09/02/10 from Lynn Ness, DC Specialist Senior/Federal Government Services, Deloitte Consulting LLP, regarding WQJL843 – Waterford, Town of, CT – 800 MHz Reconfiguration, with attached correspondence dated 07/29/10 from the 800 MHz Transition Administrator. Chief Pendleton commented that Sgt. Bellos has arranged a meeting with Paul Zito (CT Department of Public Safety, Director of Telecommunications) tomorrow to talk about this and other issues.
- k. Copy of e-mails dated 08/16/10 – 08/24/10 from Jim Barnard, Northeast Lightning Protection. Chief Pendleton commented we need to meet with Mr. Barnard to have him revise his proposal in accordance with the grounding report from Ms. Cannon, taking into consideration the items that will be done by Mr. Dembek and Mr. Carlough. Further discussion was held and consensus was to have Chief Pendleton contact Ron Cusano about cutting some trees down in front of the Dispatch Center. Also mentioned was the need to put grounding issues on the next CIP agenda.
- l. E-mail dated 09/07/10 from Tom Dembek re: Interoperability Gateway
Mr. Dembek commented that testing of the Interoperability Gateway is ongoing.
- m. E-mail dated 09/08/10 from Sgt. Bellos re: Interoperability Gateway
- n. E-mail dated 09/11/10 from Dave Moffat re: T1 Diagram. Mr. Moffat received the T1 diagram from Randy and reviewed it. He will re-work the design of the proposed fire ground system that was originally submitted two months ago. Once it is reworked, he will coordinate with Tom Wilkerson to get a proposal for Harris's portion of the job and Tactical's portion of the job.
- o. E-mail dated 09/16/10 from Tom Dembek re: Harris Team visit to Waterford. The team will be arriving in Waterford on Sunday, 09/19 and leaving Saturday, 09/25/10. Discussion was held, during which time Chief Pendleton commented he would like to be briefed on what they are doing.
- p. E-mail dated 09/20/10 from Tom Dembek re: Waterford Spare Parts Recommendation list from Harris Corp. Consensus was to ask Mr. Wilkerson to break the list out so that we can see individual prices instead of one lump sum.

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

- q. E-mail dated 09/20/10 from Sgt. Bellos re: Town Wide Radio System & Dispatch Center updates. The team of engineers from Harris Corporation is here all week doing numerous types of coverage and data testing on the radio system. We may experience some data issues (voice quality) on the system during this testing process, as this is primarily what they are working on, due to our complaints with this issue. As for the Dispatch center, Tactical is in the process of getting the consoles back on line which will also help with some of the voice quality issues and allow Dispatchers to function at 100% from all three positions.
- r. E-mail dated 09/20/10 from Sgt. Bellos, forwarding a Punch List dated 09/20/10 from Tom Wilkerson.
- s. E-mail dated 09/21/10 from Tom Dembek re: PA Amplifiers for PWD and Goshen Fire Station. The speakers at PWD and at Goshen Fire Station need to be connected to the new Harris base station. The new base stations do not have an amplifier to drive the building speakers. Tactical can install an amplifier at each location that will connect/drive the building speakers. The cost is \$300 for each and possibly an hour of labor.

A motion was made by Mr. Dembek, seconded by Mr. Carlough and unanimously voted to approve the purchase and installation of PA Amplifiers for the PWD and Goshen Fire Department, and authorize Tactical to do the work, in an amount not to exceed \$800.00 and report said approval to the EMAC.

4. Develop consensus regarding recommendations to EMAC

- a. Report to the EMAC that the subcommittee voted to approve payment of \$15,556.00 to Harris Corporation for the remaining balance of Invoice #092809MB, dated 09/28/09, contingent upon concurrence by Sgt. Bellos.
- b. Report to the EMAC that the subcommittee voted to approve payment of Tactical Communications Invoice #5521, dated 08/30/10, in the amount of \$4,800.00.
- c. Report to the EMAC that the subcommittee voted to approve the purchase and installation of PA Amplifiers for the PWD and Goshen Fire Department, and authorize Tactical to do the work, in an amount not to exceed \$800.00

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 4:50 p.m.

Respectfully Submitted,

Kathy A. Kent
Recording Secretary