

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

WATERFORD POLICE DEPARTMENT  
Tuesday, June 28, 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  
Erik Pawlak, Jordan Fire Dept. (excused at 3:50 p.m.)  
Todd Goodhind, Public Safety Dispatcher  
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 (06/21/11 Regular Meeting)**

A motion was made by Sgt. Bellos and seconded by Mr. Pawlak to approve the minutes of the 06/21/11 regular meeting as presented. The vote was 4 in favor, 2 abstentions (Goodhind, Zawacki).

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

- a. Tactical Invoice #6608, dated 06/20/11, in the amount of \$95.00, for service call.  
Sgt. Bellos explained that when the med radio was being re-racked, the PA went bad and had to be fixed.

A motion was made by Ms. Zawacki, seconded by Mr. Goodhind and unanimously voted to approve payment of Tactical Invoice #6608, dated 06/20/11, in the amount of \$95.00, and report said payment to the EMAC.

- b. “FYI” copy of Tactical Communications Invoice #6165, dated 02/14/11, in the amount of \$1,920.60, sent on 06/22/11 to Finance for payment.
- c. “FYI” copy of Tactical Communications Invoice #6511, dated 05/25/11, in the amount of \$1,433.40, sent on 06/22/11 to Finance for payment.
- d. “FYI” copy of Harris Corp. Invoice #011911MB-REV1, dated 03/29/11, in the amount of \$43,400.00, sent on 06/22/11 to Finance for payment.
- e. “FYI” copy of Harris Corp. Invoice #3042010MB-REV1, dated 06/23/11, total amount due \$29,599.00, sent on 06/23/11 to Finance for partial payment in the amount of \$16,600.00.
- f. “FYI” copy of e-mail dated 06/23/11 re: DO NOT PAY Tactical Communications Invoice #5072, dated 07/13/10, in the amount of \$1,286.15 re: Knox Boxes in Fire Trucks. This invoice was mistakenly sent to the EMAC subcommittee but was supposed to be sent by Tactical to Harris Corp.

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

- g. Draft Capital Project Review form re: Capital and Non-Recurring Appropriation of \$547,356.92 remaining in L.I. #20522-57407 for the 800 MHz Trunked Radio System. Discussion was held and consensus was to edit the scheduled completion date to October 31, 2011, barring any unforeseen complications.

A motion was made by Mr. Dembek, seconded by Sgt. Bellos and unanimously voted to recommend that the EMAC approve the Capital Project Review form and authorize Chief Pendleton to sign and submit the form to Finance.

- h. E-mail dated 06/27/11 from Frank Deluca, Harris Corp., with attached P25 System Maintenance Agreement, including revised Addendum I. Brief discussion was held; Town Attorney Avena has reviewed the revised document and says we are fine for Mr. Steward's signature.

A motion was made by Mr. Dembek, seconded by Mr. Goodhind and unanimously voted to recommend that the EMAC authorize the First Selectman to sign the P25 System Maintenance Agreement and recommend that the EMAC authorize a Purchase Order in the amount of \$101,014.38 for the Post Warranty Period of 12/21/11 – 06/30/12 as stated in revised Addendum I.

- i. Harris Corp. Grouped RNM Trap Report, 6/17/11 – 6/23/11. Sgt. Bellos stated that we've been having a little trouble with the T-1 lines.
- j. Tactical Communications Invoice #7615, dated 06/23/11, in the amount of \$1,910.00 for re-racking the Med Station per Quote 265 (Town P.O. #200435).

A motion was made by Mr. Goodhind, seconded by Mr. Dembek and unanimously voted to approve payment of Tactical Communications Invoice #7615, dated 06/23/11, in the amount of \$1,910.00, and report said payment to the EMAC.

- k. Consider and act on the following encumbrances:
  - 1. P.O. #475098, E. Osterman Gas Service, Inc., remaining balance \$200.00. Discussion was held, during which time it was determined the funds are no longer needed for Osterman. Consensus was to liquidate these encumbered funds with the understanding that the funds will go back into the project budget.

A motion was made by Mr. Dembek, seconded by Sgt. Bellos and unanimously voted to liquidate the encumbered purchase order to E. Osterman Gas Service, Inc. and report said liquidation to the EMAC.

- 2. P.O. #200432, FCCA, remaining balance \$4,560.00. Discussion was held and consensus was to leave the funds encumbered for FCCA, as we will need their help to license the fireground system.

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

- l. Tactical Communications Invoice #5192, dated 06/28/11, in the amount of \$2,655.00 in accordance with Town P.O. #475084 (now #200434).

A motion was made by Mr. Goodhind, seconded by Mr. Bellos and unanimously voted to approve payment of Tactical Communications Invoice #5192, dated 06/28/11, in the amount of \$2,655.00, and report said payment to the EMAC.

- m. E-mail dated 06/28/11 to Rudie Beers, Director of Finance, re: Purchase Order for Central Station Receiver. Discussion was held regarding the immediate need to move forward with this project, although we are still waiting for contributions from other departments. Consensus was to recommend that the EMAC authorize a Purchase Order for the Central Station Receiver system using EMAC funds, and then adjust the expense allocation at the appropriate time, pending approval by the Director of Finance.

A motion was made by Mr. Dembek, seconded by Mr. Goodhind and unanimously voted to recommend that the EMAC authorize a Purchase Order for the Central Station Receiver system using EMAC funds, and then adjust the expense allocation at the appropriate time, pending approval by the Director of Finance.

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

- a. Report to EMAC: Approved payment of Tactical Invoice #6608, dated 06/20/11, in the amount of \$95.00, for service call.
- b. Report to EMAC: Rescinded payment of Tactical Communications Invoice #5072, dated 07/13/10, in the amount of \$1,286.15 re: Knox Boxes in Fire Trucks. This invoice was mistakenly sent to the EMAC subcommittee; it was supposed to be sent (by Tactical) to Harris Corp.
- c. Recommend that the EMAC approve the Capital Project Review form and authorize Chief Pendleton to sign and submit the form to Finance.
- d. Recommend that the EMAC authorize the First Selectman to sign the P25 System Maintenance Agreement and recommend that the EMAC authorize a Purchase Order in the amount of \$101,014.38 for the Post Warranty Period of 12/21/11 – 06/30/12 as stated in revised Addendum I.
- e. Report to EMAC: Approved payment of Tactical Communications Invoice #7615, dated 06/23/11, in the amount of \$1,910.00.
- f. Report to EMAC: Voted to liquidate the purchase order to E. Osterman Gas Service, Inc. in the amount of \$200.00.
- g. Report to EMAC: Approved payment of Tactical Communications Invoice #5192, dated 06/28/11, in the amount of \$2,655.00.

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

- h. Recommend that the EMAC authorize a Purchase Order for the Central Station Receiver system using EMAC funds, in an amount not to exceed \$56,000.00, and then adjust the expense allocation at the appropriate time, pending approval by the Director of Finance.

**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 4:15. p.m.

Respectfully Submitted,

Kathy A. Kent  
Recording Secretary