



56 TOLLAND GREEN P.O. BOX 6 TOLLAND CT. 06084

Proudly serving since 1950

David Eaton- President, Wayne Fletcher — Vice-President, Christopher Hammick — Secretary, Michael Gergler — Treasurer
860-875-2543

Visit us at: www.tollandcounty911.org

Board of Directors Meeting Minutes

September 18, 2013

Officers and Directors present: President D. Eaton, Vice President W. Fletcher, Secretary C. Hammick, Dir. J. Fisher, Dir. M. Gergler, Dir. J. Barton, Dir. C Jordan, Dir. J. James, Dir. D. Dagon Finance Director J. Turner, Executive Director T. Millix and Operations Dir. S. Haddad

President D. Eaton called the meeting to order at 19:00

Correspondence: none

J. Fisher made a motion to accept the Secretary's report as written, seconded by C. Jordan. Unanimously passed

Finance Director's Report: See attached report

The President moved the Finance Director's report be filed.

Executive Director's Report: See attached report

The communications trailer has been awarded but we do not have it as of yet

Operations Director's Report: See attached report

- Almost 3,000 calls for last month.
- The new part-time employees are working out well

Finance Committee Report: The loan will be paid off soon.

Equipment and Grounds:

- The sewer has been upgraded
- We have received three bids for the fencing at the tower

Radio Committee: See attached report

Personnel:

- Still working on the vehicle use policy.
- The Finance Director's performance review is due

New business: none

County Coordinator: Working on a field reference guide for coordinators

C. Jordan made a motion to adjourn at 20:10, seconded by M. Gergler.

Dedicated 911 and dispatching services for the following communities:

ANDOVER - ASHFORD - BOLTON - COLUMBIA - COVENTRY - EAST WINDSOR - ELLINGTON HEBRON - MANSFIELD - SOMERS - STAFFORD - TOLLAND - UNION - VERNON - WILLINGTON





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Respectfully submitted, Donna Jellen Recording Secretary

Revised and extended for review

Christopher Hammick

Secretary TCMAFS





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Radio Committee Report to Board of Directors September 11, 2013

The last meeting was held August 22, 2013

Attendee's: Tyler Millix, Scott Haddad, Wayne Fletcher, Bill Stanek, Jack Fisher

Hebron Status. Radios working fine with new control station at TN. Bill Stanek is working on the license update to add this control station to the Bald Hill site. Option still not installed at Hebron to allow their usage of the crossband in a non-crossband mode.

Hebron In-Vehicle repeater request on hold at this time. Hebron may have other options they are considering.

The new control station installed at Bald Hill service both Hebron and Box Mountain, which we were previously unable to utilize from TN.

Bill Stanek is continuing to work on a master file for all of TN's licenses. Tyler and Scott have been taging all radios in the field with the license number and location.

The Birch Mountain site radio conversion is now complete using our own UHF radio and link to the 153.125 paging radio.

The 33.78 crossband radio has been delivered to the Bald Hill site but Tactical has not yet installed it. Also the 33.86 crossband still needs to be re-programmed to 33.44.

The request to the State for the new Dispatch Furniture is with Finance Manager Turner for preparation of the paperwork. Once approved we will be able to place the order.

Either one or two POD's may be required at TN for temporary storage of the new and old furniture during the installation process.

The current storage facility on Kingsbury Avenue is completely full. We need to inventory the items and prepare a list for disposal to be presented to the Board. Bill Stanek will assist us in the evaluation of the material. Tyler will set up a meeting date & time for the inventory/evaluation.

The status of the UPS project in the radio room was not updated as Jack Turner was not available at this meeting to update the Committee.

Tyler, Scott and I attended an Avtec IP Dispatch System demo at Tactical Communications in Guilford on August 28th.

We are still awaiting a quotation for a spares package from Tactical. This is in lieu of a maintenance contract. This package could be a complete system package that could be moved to any site that has a failure of connected temporarily.

The UConn Tower site project is still in the works. Tyler has again been contacted by Captain Makuch at UConn for info on what space/equipment we would plan to put up. Tyler has provided them with a preliminary configuration and hopefully we can have a meeting with all parties shortly.

We again reviewed the muting issues related to the dispatch console when toning out on 33.80. We have come up with a short term fix that was presented to Tactical for consideration. That being turning off most of the 33.80 receivers in the field and only using the one at Bald Hill. Hopefully this would minimize the feedback problems. There really is no advantage to having multiple 33.80 receivers operating simultaneously. We are further reviewing this option at this time. Tactical Communications confirmed that with the new radio console we should be able to take advantage of the features of the IP based to further help the cross muting issue.

The Committee also continued discussions on future projects and direction. The UHF build-out continues to come to the surface. Scott will be working on some possible test evaluations with selective departments and will report back. No actions will be taken until Scott's report and a plan is developed. Any plans would need the approval of the Board members.

A discussion ensued concerning the possibility of having night Radio Committee meetings to satisfy any organization or members that would like to attend a meeting. We will mention it at the next county meeting to see if there is any interest. For all the members the day meetings work best.

The next Radio Committee Meeting is scheduled for October 10, 2013.

Jack Fisher Chairman





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Executive Director's Report Operations Director's Report 09-11-13

Please see the information below regarding the latest activities of the center.

Executive Directors Summary

Region III PSIC Communications Vehicle/ Training

While MCV has been awarded to us they are not any closer to delivering them. Training and governance is still being developed. The Region IV placement has the potential to become rather contentious as there is some disagreement in regard to the placement. The staff was able to perform a rather lengthy evaluation of the truck during the Hebron Fair and we will be forwarding our punch list to DEMHS for review.

Regional Center Updates

No movement since last month. Next meeting of the 911 Commission is October 4th and I am sure it will be a topic on their agenda. I have not heard any feedback except from QV regarding our submission.

<u>Hebron</u>

Operationally no issues and I will not report on the transition any longer. As you know we have been intimately involved with the communications planning for the Hebron Fair. We attended a total of five meetings and the plan was finalized days before the fair. We sent five employees to the fair, mainly for the training opportunity with the truck, but our mission turned into performing tasks that simply weren't covered in the planning meetings. We arrived in Hebron at 5:45 and departed around 2030. Generally, we provided top level communications between the Unified Command Post and the various disciplines, provided video surveillance for the State Police, initiated eight lost person reports, provided direction for fair attendees, and staffed the Incident Dispatcher position within the Unified Command Post with the State Police for the duration of the event. In addition to all the above we were delegated

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by default to providing our own security around the MCV. All staff members were previously certified to the COM-T level and this event provided an opportunity for everyone to exercise their skills. The AAR will be conducted on September 20th and we will be providing feedback to Hebron and the Lions Club on what our thoughts were regarding the event. Overall, the opportunity to assist in coordinating the event will prove beneficial in the long run. Approximately 35,000 people attended the concert. (See photos)

CMED Directors Group

No report, meetings have been cancelled for the past few months.

Dispatch Furniture RFP

The entire project has been submitted to OSET for review. As soon as we get approval to move forward we will be meeting with Eaton's installation Manager to establish install dates. We do have some ancillary work that will be need to be completed prior to the furniture.

IT topics / Report from Systems Administrator

Work continues on major run card & zone changes for Somers, Ashford and North Coventry. After a false start, the Firehouse software interface is running as intended in Mansfield. Firehouse is now working diligently on East Windsor and Vernon. As always, continue to add/delete/change cell phone info, officer info, program new alpha pagers, provide reports where needed, investigate delayed paging messages, add location alerts. We needed to add some additional components to the CAD as we were depleting our available space on the servers.

Other

The radio project for the Board Room and the offices is finally complete. We participated in Vernon's large scale MCI Drill. Aside of a few adjustments that we made on the fly the drill enabled us to evaluate a few weaknesses on the dispatch side. (MCI Plans etc.)





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Operations Director's Summary

Monthly Activity Statistics

We received 2930 911 calls for the month of August resulting in 1445 actual dispatches. (See attached CFS)

Employee Issues / Training

The new part time employees are going to EMD training next week. They will then be moved off of their training status and the six month probation will begin. With the addition of the new schedule and the new employees it seems that the payroll has stabilized.

Operational Concerns / Complaints

The Vernon drill was very productive for the staff as well as for Tyler and I. Some key points were brought to light during the event. Mainly staffing levels in the dispatch center when an MCI is declared and also the Region 3 MCI plan were reviewed.

Radio / Alpha Paging Issues

No major or wide spread issues reported.

QA / SOG Development and Review

The QA is still moving forward. I have begun to review calls. I am having a little trouble with the recording software we are using. The vendor is working with us to try and solve the issues.





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Other

Tyler and I met with the Officers in North Coventry on Tuesday September 3rd. We ran a brief PowerPoint class and had a generally good question and answer session with them. They were very pleased we had taken the time to meet with them.

Andrew Langlais and Chief Mancini from UConn asked for a meeting with Tyler and I on August 27th. Andy is the new Public Safety Communications Manager at UConn. We gave him a tour of the center and answered many questions for him.

We attended a presentation by Avtec on the new IP Console at Tactical Communications. Jack Fisher and Doug Racicot attended as well. While the discussion was intended to be an overview of the Avtec Console, we also had a long and detailed talk about the current cross muting issues as well as the possibilities of deploying an IP based console.





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Call For Service By Call Type Report

Print Date/Time: Login ID: Layer:	09/10/2013 13:52 sh19 All	From Date: 08/01/2013 00:00(Continuous) To Date: 08/31/2013 23:59 Agency Type: Police, Fire, EMS	
Areas:	All		
CALL FOR SERV	ICE TYPE	CALLS FOR SERVICE	PERCENT OF TOTAL
<new call=""></new>		10	0.69
ALS		472	32.66
Appliance Fire		4	0.28
3LS		561	38.82
Brush Fire		8	0.55
CO No Symptoms		11	0.76
CO With Symptoms		1	0.07
Dumpster/Debris Fire	е	1	0.07
Electrical Fire		1	0.07
Fire Alarm		84	5.81
Fuel Spill		7	0.48
Hazardous Materials	3	4	0.28
_ift Assist		50	3.46
Vlutual Aid Fire		1	0.07
Natural Gas/Propand	e Leak	2	0.14
Officer Call		30	2.08
Outside Fire		11	0.76
Service Call		18	1.25
Smoke Detector Acti	ivation	1	0.07
Smoke In Building		3	0.21
Smoke/Odor Investig	gation	10	0.69
Standby		17	1.18
Structure Fire		8	0.55
Tree/Wires Down		15	1.04
Vehicle Accident		98	6.78
Vehicle Accident W/	O Injuries	7	0.48

Page: 1 of 2

Call For Service By Call Type Report

 Print Date/Time:
 09/10/2013 13:52

 Login ID:
 sh19

 Layer:
 All

From Date: 08/01/2013 00:00(Continuous)
To Date: 08/31/2013 23:59
Agency Type: Police, Fire, EMS

Areas: All		
CALL FOR SERVICE TYPE	CALLS FOR SERVICE	PERCENT OF TOTAL
Vehicle Accident/HeadOn	1	0.07
Vehicle Fire	5	0.35
Wires Burning/Arcing	4	0.28
Total Calls For Service:	1445	

				Report Date:	31-Aug-13
	Municipal Operatir	ng Fund	8317	Operating Funds	
1-Aug-13	Balance Debits Deposits Interest	\$ \$ \$	112,869.95 (190,039.56) 202,613.88 4.46		
31-Aug-13		\$	125,448.73	0.03 APYE	
First Niagara -	State Operating Fu	ınd 6052		Operating Funds	
1-Aug-13	Balance Debits Deposits Interest	\$ \$ \$	65,505.90 (64,912.79) 50,000.00	Non Profit Now Checking 0.000 APYE	
31-Aug-13		\$	50,593.11	0.000 AFTE	
First Niagara -	Money Mkt. Saving	js 9270		Obligations & Encumbered Funds	
1-Aug-13	Balance Debits Deposits	\$ \$ \$	20,373.42	Prem. Bus. Money Mkt. Savings w/ Overdraft Protection for 8317	
31-Aug-13	Interest Balance	\$ \$	0.50 20,373.92	0.03 APYE	
First Niagara -	Prem. Bus, Money M	kt. Saving	gs 5929	Obligations & Encumbered Funds	
1-Aug-13	Balance Debits Deposits	\$ \$ \$	179,805.66 - -	Premium Bus. Money Mkt. Savings from 8317.	
31-Aug-13	Interest Balance	\$ \$	36.95 179,842.61	0.25 APYE	
First Niagara -	Prem. Bus, Money M	kt. Savino	as 6409	State Funds Money Mkt.	
1-Aug-13	Balance	\$	100,099.36	Premium Bus. Money Mkt. Savings	
6 4 85 3 6 8 85	Debits Deposits Interest	\$	(50,000.00)	from 6052 w/ Overdraft Protection for 6052	
31-Aug-13		\$ \$	50,106.08	0.10 APYE	
First Niagara -	Support Svcs. 606	0		Support Services Funds	
1-Aug-13	Balance Debits	\$	10,014.91	Comm. Money Mkt. Savings	
	Deposits Interest	\$ \$	0.25	0.03 APYE	
31-Aug-13	Balance	\$	10,015.16		
First Niagara -	Firehouse Prgm. 6	391		Firehouse Interface	
1-Aug-13	Balance Debits Deposits	\$ \$ \$	7,166.71 - -	non-profit checking	
31-Aug-13	Interest Balance	\$ \$	- 7,166.71	0.00 APYE	

Rockville Bank	- 9177 (TF)			Funds from Tower Fund	
1-Aug-13	Balance Debits Deposits Interest	\$ \$ \$	37,568.79 (1,200.00) 2,834.50 1,68	Checking	
31-Aug-13		\$	39,204.97	0.05 APYE	
Rockville Bank	- 8616 (TF)			Funds from Tower Fund	
1-Aug-13	Balance Debits Deposits Interest	\$ \$ \$	261,422.53 - - 47.28	Sig. Money Mkt. Started from 9177	1-3-11
31-Aug-13	Balance	\$	261,469.81	OLZO ANTEL	
Rockville Bank	- 5870 SS			Support Services Funds	
Rockville Bank 1-Aug-13	Balance Debits Deposits	\$ \$ \$	1,208.68 (300.00)	Support Services Funds Checking	
	Balance Debits	\$ \$ \$ \$ \$	No. of the Communication of th		
1-Aug-13 31-Aug-13	Balance Debits Deposits Interest	\$ \$ \$	(300.00)	Checking	
1-Aug-13 31-Aug-13	Balance Debits Deposits Interest Balance	\$ \$ \$	(300.00)	Checking 0.05 APYE	

	,		
	Account Balances		
31-Aug-13	For BOD September 2013		
FN 8317	Municipal Operating Fund	\$ 125,448.73	checking
FN 6052	State Operating Fund	\$ 50,593.11	checking
FN 9270	Obligations & Encumbered Funds	\$ 20,373.92	MM savings
FN 5929	Obligations & Encumbered Funds	\$ 179,842.61	MM savings
FN 6060	Support Services	\$ 10,015.16	MM savings
FN 6391	Firehouse Checking Acct.	\$ 7,166.71	checking
FN 6409	State Funds Money Mkt.	\$ 50,106.08	MM savings
	FN Total	\$ 443,546.32	
RB 9177	Tower Funds	\$ 39,204.97	checking
RB 8616	Tower Funds	\$ 261,469.81	MM savings
RB 5870	Support Services	\$ 908.73	checking
	RB Total	\$ 301,583.51	
SIB&T 1841	Obligations & Encumbered Funds	\$ 226,428.92	MM savings
	SIB&T Total	\$ 226,428.92	34
	Total all accounts, all banks:	\$ 971,558.75	

Corporate Financial Obligations			Date:	9-Sep-13	
Accrued Employee Liability	7-Jul-13	\$	78,683.93	Listed @ 100% ol	bligation.
Acrued Liability - Retirement	8-Sep-13	\$	89,876.35	Listed @ 100% ol Built into operating	oligation.
Loan Balance	15-Sep-13	\$	158,904.03	Listed @ 100% of Built into operating	
	Total:	\$	327,464.31		
Encumbered Operating Expenses					
Operating Reserve Fund	2 months	\$	230,000.00	est. \$115,000.00 per mont	h avg.
Vehicle Replacement		\$	30,000.00	\$6,000.00 added annually,	
				2013-14 added 7-1-13	
* Emergency Event Fund		\$	10,000.00		
	Total:	\$	270,000.00		
Encumbered Project Expenses	Authorized	-			
VHF Paging 153.125 5 u	nits - 3 complete	\$	24,500.00	Placed on hold - Dec. 7, 2	011
Hebron Radio Up-grade		\$	50,000.00	Authorized July 2012	In Progress
Bald Hill Lo Band		\$	27,000.00	Authorized Nov. 2012	In Progress
EW 153.125		\$	10,000.00	Authorized Nov. 2012	In Progress
Recorder update		\$	8,200.00	Done - Oset Request appr	oved
Dispatch Furniture & Floor Rep	lacement	\$	85,000.00	Pending submittal to OSE	Γ
	Total:	\$	204,700.00		
Encumbered Project Expenses	Pending	Esti	imated full project o	costs.	
Dispatch Console Upgrade		\$	300,000.00		
UHF Radio Replacement 453.27	5	\$	63,000.00	System build out	- Allies H
Infrastructure Maint. (Radio & Tov		\$	10,000.00	non scheduled maint.	
UHF Radio Replacement 453.37		\$	12,000.00	Gates Hill - placed on hold	12-7-11
	Total:	\$	385,000.00		
Sum of all obligations and					

Total: \$ 1,187,164.31

encumbered expenses:

pd 82900.— Auc. Bal due Sept. # 76004.00

Reimbur	sements	Reimbursements - State of Connecticut		11-Sep-13				
						6 W 100 L W 10 M		
Training	Training Funds 2013-14	113-14	Funds Available	\$ 12,767.50		balance and a		
								Sa (100-00)
A	Amount	Activity	Date Submitted	Date Paid	Amount Paid	Check #	Status	
#1.		Dues TM NENA SH APCO	pending					
#2								
#3								one se
#4								
45								
9#								
2#					is .			
8#								
6#								
€9	t	Balance pending payment by OSET	by OSET.					
Ş	11	Total requested for the Fiscal Year	scal Year					

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Capital Improvements	OSET Report	port		Date:	9-Sep-13				7
Active Projects									
Project Description	TN Project#	Est. full cost	Est. Reimbursement	Date of request	OSET Approval date	final papers sent for payment to OSET	payment received - check #	STATUS	
Client computer upgrades (3) & New World upgrade		\$ 13,361.94	\$ 3,680.97	3-Apr-12		5-Sep-12	NW reimbursement of \$3,000.00 Ck #13943825 10-17-12 2nd check rec'd 1-8-13 3680.97. ck. #14003295	CLOSED	Used single source for NW & S contract for equipment
Bald Hill Roof Project		\$ 6,400.00	\$ 3,200.00	5-Nov-12	21-Feb-13	20-Mar-13	6-6-13 Ck. # 14113281	CLOSED	Economy Home Improvement · complete
Board Room - Training Station		\$ 5,713.10	\$ 2,856.55	3-Aug-12	10-Oct-12	21-Apr-13		OPEN	Project complete 4-19-13
Plotter		\$ 5,768.25	\$ 2,884.12	5-Sep-12	10-Oct-12	13-Nov-12	4-23-13 Ck. # 14080184	CLOSED	
Bald Hill Lo Band radio replacements	12-10-013-0	\$ 12,665.40	\$ 6,332.70	10-Dec-12	21-Feb-13			OPEN	In progress
Bald Hill Lo Band radio replacements 33.78		\$ 14,788.60	\$ 7,394.30	10-Dec-12	21-Feb-13			OPEN	In progress
Hebron Radio Up-grades		\$ 50,831.60	\$ 25,415.80	13-Dec-12	21-Feb-13	23-Aug-13		OPEN	
East Windsor / BBFD 153.125		\$ 9,795.75	\$ 4,897.88	9-Sep-13				OPEN	
Dispatch Furniture/Floor and associated equipment/work		\$ 89,995.25	\$ 44,997.63	5-Sep-13	2 2 3 5			OPEN	
Recorder Upgrade		\$ 8,242.00	\$ 4,121.00	3-Jun-13	1-Aug-13	19-Aug-13		OPEN	
Final submitted to OSET, Amount pending for reimbursement: Sept. 9, 2013	T, Amount p : Sept. 9, 20	ending for 13	\$ 32,393.35						
Request submitted and pending OSET approval of project. Full Cost	anding OSE1	approval of	\$ 99,791.00						
Projects approved and in progress - full cost.	in progress	- full cost.	\$ 27,454.00						

ummary of Ac	count Balances	11-Sep-13		
0.0	d Alama Adama			
= 7	nd Alarm Money			
FN 8317	Municipal Operating Fund	\$135,217.33	checking	General Operating exp.
FN 9270	Obligations & Encumbered Funds	\$20,373.92	MM savings	
FN 5929	Obligations & Encumbered Funds	\$179,842.61	MM savings	
State Money				
FN 6052	State Operating Fund	\$106,008.53	checking	payroll, MERF &
FN 6409	State Funds Money Mkt.	\$200,106.08	MM savings	Health Ins.
Dedicated Sp	pecial Project Money			
FN 6060	Support Services	\$10,015.16	MM savings	
FN 6391	Firehouse Checking Acct.	\$7,166.71	checking	
RB 5870	Support Services	\$908.73	checking	
TN Tower Fu	nds			
RB 9177	Tower Funds	\$39,204.97	checking	
RB 8616	Tower Funds	\$261,469.81	MM savings	
_ _TN Funds roll	ed to a Money Market			
SIB&T 1841	Obligations & Encumbered Funds	\$226,428.92	MM savings	
	Total all accounts, all banks:	\$1,186,742.77		