



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

Proudly serving since 1950

Dispatch: 860-875-2543 Executive Director: 860-872-2421 Finance Manager: 860-871-8684 Fax: 860-872-0382

Visit us at: www.tollandcounty911.org

MINUTES

Meeting of T.C.M.A.F.S September 17, 2014

The meeting was called to order by President David Eaton at 19:30

In accordance with county policy the group began with the Pledge of Allegiance.

Thanks to the Vernon Fire Department for their hospitality and sponsoring this month's meeting.

Attendance:

- Chief of Organization: 05, 07, 10, 11, 13, 15, 20, 34, 38, 39, 41, 43, 44, 45, 72, 543.
- Municipal Reps: Columbia, Mansfield, Andover, Bolton, East Windsor, Vernon, Ellington, Stafford, Union.
- · Guests: See attached roster.
- G. Thompson made a motion to waive normal procedure to allow a representative from Lifestar to do a presentation, seconded by B. Morrison.
 - Lifestar presentation by flight RT Greg Franny. Explanation and availability of their new iTunes and Android app at (iTunes): https://itunes.apple.com/us/app/life-star/id573992550?mt=8 and for Android at: https://play.google.com/store/apps/details?id=com.hartfordhealthcare.lifestar. After installation you must send in an activation request to unlock the full options of the app.
- B. Morrison, Commander of the Tolland County Dive Team presented John Roache with a plaque for his years of service with the dive team.

Correspondence: None

D. Lucia made a motion to accept the minutes as written seconded by C. Jordan. Unanimously passed

Finance report: See attached report

W. Fletcher made a motion to accept the Finance report as written seconded by C. Jordan. Unanimously passed

Executive Director's report: See report

Operations Director report: See report

IT Report:

There will be a server update Monday night so the CAD will be down for a few hours. Everyone was
informed that they may not receive an incident number until the next day.

Treasurers Report:

- The fiscal year ended and we had an audit done.
- The 2015/2016 budget is being worked on

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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Legislative: No report

County Vice:

- The State Convention is this Saturday in Litchfield.
- September 28th there is a memorial for fallen firefighters at the Fire Academy
- November 1st is the last date you can nominate someone for the Hall of Fame
- Reminder once again that ALL CHIEF OFFICERS interested in benefits of the Ct Firefighters association MUST register under the Chief Officers program. Mike has applications, contact him.

Eastern Connecticut Fire School:

- The school is about two weeks into a Firefighter I class
- October 25 & 26 there is a Basic Pump Operator Class and a Safety & Survival class

County Coordinator: (attached report)

- There have been two activations since the last meeting. The first one in Coventry with the dive team and the second one in Vernon for a missing child.
- Task Force 23 was activated for a drill
- The participation agreements have been sent to each chief and we are waiting for them to be signed and returned.
- State Coordinators meeting coming up this fall
- Mutual aid MOU's for support services have been circulated. See J.Turner for information if necessary.

OEMS: (See attached report)

- There are new updated guidelines for CPR and back boarding.
- The State EMS plan is being revised
- The yearly review of the minimum equipment list for first responder vehicles/ ambulances is being reviewed.

Personnel: No report

Equipment and Grounds:

- The UPS project is on hold. The UPS was damaged when it arrived from the shipper.
- Some trees are being removed.

Radio Committee: No report

TWCAA: No report.

The annual meeting is coming up soon.

Unfinished Business: None

New Business:

Everyone was reminded to check the tires on their trucks. Ellington had a truck that blew a tire. Luckily
everyone in the truck was not hurt, but there was considerable damage done to the truck.

New Members:

- The town of Vernon has a new fire marshal.FM141 Adam Libro.
- The outgoing fire marshal was thanked for his years of service. Ray remains a member of TCMAFS as the Bolton Municipal Rep.

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Good and Welfare:

Mansfield reminded everyone to check the credentials of anyone asking to take pictures of apparatus. They
had a recent incident at Station 107.

W. Fletcher made a motion to adjourn at 20:40, seconded by C. Roberts. Unanimously passed

Respectfully submitted, Donna Jellen, Recording Secretary

Revised and extended for approval;

Christopher Hammick

Secretary TCMAFS





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COUNTY MEETING ATTENDANCE

(Note: This sheet is for guests and non voting members. Municipal rep or alternate please sign the Municipal Rep Attendance sheet, Chief of Service or person voting on their behalf; please sign the Chief of Service Attendance Sheet)

Date: 9 17 2014 MEETING LOCATION: VERNON						
NAME	DEPT	RANK				
Stor Landry	Vernon	Asst Chief				
Ray Tautic	Vernon	Enginter				
Steve Epple	Vernun	Arm Chis				
DAN PHEZPS	Horson	ASST CHIER				
ROB CHERNULL	ASHFORIS	R10-219				
John Streiber	Crystollake	RD-419				
Bob Ludary	courtel Cakey	0.0 719				
George Thompsust	MANSfeld	Asst Chief				
DENNIS DITTOLLY	CENENTRY	PRESIDENT				
Richard Coopn	NCED	F.FEMT				
STUENT COBB	Willington #1	Asst. chief				
Rayword Surglin	Manfield	Gast Chief				
Lug In They hand	mansfield	F.F. EMT				
140 10	EVAC	Captur				
HANTE	ColomBIA	Deputy Emeaners				
NAME	DEPT	RANK				

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Date of Meeting 9/17/2014	LOCATION: VERNOR (CTOCCAM)
(This attendance list is ONLY for Chiefs of ser	ORGANIZATION ATTENDANCE vice with voting rights or their authorized representatives voting on their behalf) (Print or sign legibly)
05- COLUMBIA FD	Hte gradel
07- MANSFIELD FD	halled Deputy Chief
08- SO.COVENTRY FD	
10- HEBRON FD	Dan Phelps
11- NO.COVENTRY FD	Hay HElith
13- WILLINGTON NO.1	I willy
15- ANDOVER FD	Maybele -
20- ASHFORD FD	kges
34- BOLTON FD	Su / sty
38- WAREHOUSE POINT FD	Alla
39- BROAD BROOK FD	
40- TOLLAND FD	
41- VERNON FD	Willia Call
42- CRYSTAL LAKE FD	
43- ELLINGTON FD	GARY FELDMAN
44- WEST STAFFORD FD	looke for
45- STAFFORDVILLE FD Dedicated 911 an	d dispatching services for the following communities:

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





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Date: Q 17 2014 MEETING LOCATION: 1	ERNON
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MUNICIPAL REPRESENATIVES ATTENDANCE

	(Print or sign legibly)
COLUMBIA	Genry Jany
MANSFIELD	Michael Dight
COVENTRY	
HEBRON	
WILLINGTON	
ANDOVER	Cut Vous
ASHFORD	
BOLTON	Kay Walker
EAST WINDSOR	- MeBaneroff
TOLLAND	
VERNON	C. Mennick
ELLINGTON	John W. Turner
STAFFORD	LAN HORRASON
SOMERS	
UNION	Jun & Roberto





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Executive Director's Report / Operations Director's Report September 17th 2014

Monthly Activity Statistics (June 1, 2014-July 31, 2014)

6490 911 calls / 3107 dispatched emergencies

Employee Issues / Training / Lead Telecommunicator

It has been decided to increase the frequency of the QA reviews to twice each month for each employee. While we have been getting good data and areas of improvement have been identified, it is imperative that we strive for standardization and consistency with all call processing and dispatching functions throughout the workforce.

911 Commission / Regional Updates

DSET has issued their proposed funding modifications and along with our Regional partners we are reviewing the new language. While an initial review indicates a possible \$50,000 loss of yearly revenue to TN, other centers are facing much larger reductions. It is still very early in the process and plans are being formulated to establish alternative suggestions.

The new 911 call processing platform is due to be installed in the test centers prior to the end of the year. Once all the performance issues are corrected, the statewide deployment will begin.

Communications Truck / TN Presentations

It has been relatively quiet and the truck has not been deployed in the past few months. Radio channels continually are upgraded and issues found with the vehicles are corrected.

UCONN Tower Site

We are in the final stages of gaining the proper approvals for placing equipment on the UCONN Tower. This will certainly provide stellar coverage within our dispatch area. Once the equipment is installed there will be a significant testing period to evaluate the effectiveness within the County.





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State Technical Advisory Committee

We have obtained approval from State Tech to proceed with the procurement for the UCONN site as well as the replacement of a low band and VHF base located at the Union tower site.

Website

The new website is operational. It will continue to be a work in progress, and if any department has anything newsworthy that they would like posted please send the submission to Tyler or Stuart. We plan on having a section added for the exclusive posting of training classes / EMS recerts etc. There are a few documents that we felt important to have on the site for everyone's convenience which are in the member's only section. I will let everyone know the username and password to the restricted page at the meeting. The EOP, contact information for the Chiefs and other pertinent documents are located on this page.

Other

- As previously reported we were successful with the bond request for the new radio console. We
 have been in touch with DECD as they are administering the grant. We are navigating through
 the necessary paperwork and working with the selected vendor to procure the system.
- All radio systems are functioning normally. We are working on reprogramming some of the cross band repeater sites with new DTMF tones to alleviate the errant changing of channels. We have identified a method to correct this and must visit each site to make the modifications.
- We have had a few activations of the Capital Region Task Forces which have gone well from our end. The command board that was purchased for us is ready to be shipped.
- We are working on establishing a console to console patch between TN and Coventry PD, Vernon PD and UCONN PD. This link will alleviate phone calls back and forth during an emergency and allow for quick exchanges of information via secure radio link.
- We continue to work with various entities on fulfilling FOIA requests which have been rather laborious.





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- The CMED Centers Group has been very active as there is significant movement in Southern CT to move away from the concept and explore other avenues due to fiscal restraints. We are watching this very closely as any modifications to the regulations by OEMS/DPH could have an effect on us here at TN.
- Reminder of the Convention this weekend. If you are attending the Convention with any apparatus please see and adhere to the guidance attached to this report.

IT topics / Report from Systems Administrator

- Considerable time has been spent with NWS as they are actively working on the interface to Avtec.
- We have a quote from our recorder vendor for the modifications required for the new Avtec system. We have to convert to IP vs analog channel recording capability.
- Several weeks were spent assembling over 2,000 hydrants, dry hydrants, and water supply locations from 13 towns into one mapping layer. We still have to move them into the CAD but we're getting closer.
- After meeting with representatives from Lifestar & Fleeteyes, our dispatchers now have the ability to see the location and status of each Lifestar helicopter updated every 60 seconds.
- As always, we continue to monitor any unverified addresses, update run cards, check cross streets for all outgoing pages, review our CAD map against other data sources, and add/change cell phone paging info, officer lists.
- Upcoming/continuing projects Keep working on the hydrant data, get the Powerphone EMD software application installed

ALL State Convention Parade Invitees

The Connecticut State Fire Disaster Plan will be coordinating communications and tracking of all with Fire and Emergency equipment moving to Litchfield to participate in this year's Convention Parade. Please help us communicate with and track vehicles while testing statewide communications.

Quite simply, Departments are asked to "sign on" when leaving their stations or quarters for the parade, just as they would when responding to a disaster. In addition to any local radio communications (i.e. to your local dispatch center) we ask that you also use the Statewide inter-agency radio system (8-Call/8-Tac, formerly known as I-Call/I-Tac) and sign on with "convention staging" to let the Incident Staging Officer know you are **enroute** on, if you have the capability:

8CALL90	800MHz Calling	
	Channel	

When **entering the Town of Litchfield** please contact "convention staging" on one of the channels listed below for check-in and instructions:

Channel Name	Description	Channel Details
8TAC92	800MHz Tactical	RX 852.0125 / TX 807.0125 tone 156.7
	Channel	
65-CFPC	800 MHz State Fire	DESPP 800MHz State Talk group
	Coordinator Channel	
STOCS2	VHF, UHF or	VHF 158.7375 tone 156.7
	800MHz Tactical	UHF 458.7125 tone 156.7
	Channel	800 855.7125 tone 156.7
33.78	Statewide Low Band	33.7800 tone 179.9
	Fire Channel - Mobile	

Convention Parade Control (Communications) will be operating and monitoring these frequencies, beginning at 0600 the morning of the parade (Sunday, 9/21/14). Please use one of the channels above that is available within the apparatus responding.

If anyone has trouble locating their radio, troubles with the battery or finding the right channel, please feel free to contact your local County Fire Coordinator.

If that person is unavailable, questions can also be referred to Deputy Coordinator Rick Peruta HQ-25 at 860-250-6171 or email rperuta@aol.com.

We thank you in advance for participating in this training exercise.

Bill Higgins State Fire Plan Administrator





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Memo To: Board of Directors

From: J. Turner, Finance Director

Date: September 11, 2014

Re: Financial Report, condensed version

Finance General: Please see attached abbreviated finance report. There is no change from last month for the DSET Capital Fund and Training Fund report.

A three month expense report and budget comparison will be made. Adjustments in line items may be necessary.

Municipal Assessments: Town of Vernon and Somers are outstanding. Typically those towns are very late in making payments. Past Due statements have been sent.

Alarms: Attached is the detailed alarm report I spoke of last month.

DECD Grant: Working with Tyler and our DECD Advisor to complete the application requirements.

UPS Project: Jon Andresen has been working in preparation of the installation. The unit arrived, damaged in shipment. We refused the delivery upon the recommendation of the sales representative. It is currently in the hands of the vendor and shipping company.

We will be seeking a cost estimate for tree removals; Kelly property next to TN and at the tower, (tree encroachment into the tower, guide wires and overhanging the building).

Feel free to contact me with any questions or concerns.

ımmary of A	ccount Balances	10-Sep-14		
Municipal ar	nd Alarm Money			
FN 8317	Municipal Operating Fund	\$57,723.51	checking	General Operating exp.
FN 9270		\$10,378.97	MM savings	
FN 5929		\$372,786.02	MM savings	
State Money				
FN 6052	State Operating Fund	\$60,395.25	checking	payroll, MERF, Health Ins. & other
FN 6409	State Funds Money Mkt.	\$188,972.81	MM savings	Operating Expenses.
Note: Receives	s all incoming State 911, CMED and training	g reimbursement m	onies	
Dedicated S	pecial Project Money - Support Se	rvices		
FN 6060	Support Services	\$11,018.31	MM savings	
FN 6391	Firehouse Checking Acct.	\$2,057.94	checking	
	Note: \$10,250.00 has been repaid back to	the Operating Fur	nd of the \$15,000	.00 start up Ioan.
RB 5870	Support Services	\$626.11	checking	
TN Tower F	unds			
RB 9177	Tower Funds	\$54,553.59	checking	
RB 8616	Tower Funds	\$181,845.12	MM savings	
Note: This acc	count is essentially the money used for cap	oital project funding	g.	
Note: Encumb which \$42,032	pered amount for projects pending & alread 2.63 will be reimbursed by DSET.	ly approved and in	progress, not ye	et paid: \$ 84,065.25 of
TN Funds r	olled to a Money Market	trong the works after the second teachers.		
This account is	the collateral for the line of credit and our tw	o month emergency	back-up operation	ns funding.
SIB&T 1841	Obligations & Encumbered Funds	\$246,580.73	MM savings	
10-Sep-14	Total all accounts, all banks:	\$1,186,938.36		

Summary of Account Balances						
31-Aug-14	For BOD September 2014		Ų.			
FN 8317	Municipal Operating Fund	\$	67,646.89	checking		
FN 6052	State Operating Fund	\$	20,544.87	checking		
FN 9270	Municipal Operating Fund	\$	10,378.97	MM savings		
FN 5929	Municipal Operating Fund Money Mkt.	\$	372,786.02	MM savings		
FN 6060	Support Services	\$	11,018.31	MM savings		
FN 6391	Firehouse Checking Acct.	\$	1,991.47	checking		
FN 6409	State Operating Fund Money Mkt.	\$	48,227.99	MM savings		
	FN Total	\$	532,594.52			
RB 9177	Tower Funds	\$	57,912.08	checking		
RB 8616	Tower Funds	\$	181,877.01	MM savings		
RB 5870	Support Services		626.11	checking		
	RB Total	\$	240,415.20			
CID 0 T 40.41	Obligations O Franchesed Funda	\$	246 590 72	MM povings		
SIB&T 1841	Obligations & Encumbered Funds SIB&T Total	100	246,580.73	MM savings		
	SIB&I I Otal	Ф	246,580.73			
	Total all accounts, all banks:	\$	1,019,590.45			





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To: TCMAFS, Inc. Membership

From: J. Turner

Date: September 16, 2014

Re: County Coordinator Report to Membership

Activation of County Plan:

7-27-14

Coventry

Coventry Lake - Possible water rescue/search

Dismissed in route.

8-22-14

Vernon

Missing Child Hartford Tpk.

Dismissed in route.

Dive team training activities: As reported by the Dive Team Commander

Task Force 23 Drill hosted by Columbia FD: As reported by Chiefs Starkel & Jordan All Task Force members attended with apparatus and approx. 35 participants.

County Meeting Financial Report

Month of: July & August 2014

31-Aug-14

Municipal Op	erating Fund				
7/1/2014	starting balance	\$ 41,131.54			
	Debits	\$ (178,037.41)	\$ (300,945.55)	
		\$ (122,908.14)			
	Deposits	\$ 260,647.53	\$	327,456.57	
		\$ 66,809.04			
	Interest	\$ 2.34	\$	4.33	
		\$ 1.99			
8/31/2014	ending balance	\$ 67,646.89			
State Operati	ing Fund				
7/1/2014	starting balance	\$ 39,183.16		3.3	
	Debits	\$ (269,225.16)	\$ ((354,009.76)	
		\$ (84,784.60)			
	Deposits	\$ 285,371.47	\$	335,371.47	
		\$ 50,000.00			
31-Aug-14	ending balance	\$ 20,544.87			
FN Support S	Svcs 6060				
7/1/2014	starting balance	\$ 11,017.77			
,,,,_,,,	Debits	,			
		\$ -			
	Deposits	\$ -			
		\$ #			
	Interest	\$ 0.26			
		\$ 0.28			
8/31/2014	ending balance	\$ 11,018.31			
RB Support	Svcs				
7/1/2014	starting balance	\$ 626.06			
17172011	Debits	\$ =			
	20010	\$ -		SS Total	31-Aug-14
	Deposits	\$ -	\$	11,018.31	FN
		\$	\$	626.11	RB
	Interest	\$ 0.02	\$	10,250.00	8317
	- Land Company of the	\$ 0.03	\$	21,894.42	
8/31/2014	ending balance	\$ 626.11	\$	(6,000.00)	Less encumberances
	9		\$	15,894.42	SS Balance
			\$	1,500.00	Dive Team Donation

OEMS Regional Coordinator's Report for Tolland County Mutual Aid Fire Service 9/2014 Meeting

- Updated patient care guidelines for region 3 sponsored services are posted on the <u>www.ctemscouncils.org</u> website. These include the new compression only CPR.
- Spinal Motion Restriction Guideline expected to be released by OEMS within the month (little or no backboard use for spinal injured patients; selective use of spinal restrictions)
- Proposal to allow 12 Lead EKG by EMTs Awaiting decision by DPH Commissioner
- State EMS plan revision Draft developed by OEMS and currently undergoing internal review
- Fire ground rehab meeting to be held with representatives from fire service on October 1st
- Yearly review of minimum equipment lists being started. Contact Dave Bailey at OEMS with any suggested modifications to existing list
- Guidance regarding dealing with suspected Ebola patients issued by CDC link on OEMS website (www.ct.gov/dph/ems)
- Reminder of requirement to notify OEMS of any change in officers (corporation) or CEO (municipality) within 10 business days.
- Feel free to contact Region 3 EMS coordinator Dave Bailey at <u>David.Bailey@ct.gov</u> or 860-509-7981 with any questions pertaining to these or other EMS issues.