



TOLLAND COUNTY MUTUAL AID FIRE SERVICE INC.

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



Board of Directors Meeting Minutes January 8, 2014

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

President D. Eaton called the meeting to order at 19:04

Correspondence Secretary: None

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

Finance Director's Report: See report

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

Executive Director's Report: See report

- The new communications truck is here.
- MOU signed
- Policy development underway for use and activation

Operations Director's Report:

- 2,889 calls answered for the month of December
- A Lead Telecommunications Operator was appointed
- The new furniture project in the dispatch center will start tomorrow

Finance Committee Report

- The budget is done
- We have a line of credit with Savings Institute \$500,000.00

C. Jordan made a motion to hire Pue-Leibowitz Accountants 76 S.Frontage Rd Vernon CT as auditor, seconded by D. Dagon. Unanimously passed

Personnel Committee Rep:

- The IT position hasn't been reviewed yet. Job analysis still underway.
- Jeff Ruest appointed to the position of Lead Telecommunicator, TCMAFS

Equipment and Grounds:

- There was water in the furnace room that will be checked tomorrow
- The air conditioning in the radio room was serviced. It may not be adequate in the summer months.
- The painting will be finished once the new furniture and equipment is installed in the dispatch room.

Radio Committee Rep:

- There will be a meeting tomorrow regarding the microwave.
- Still working on Avtec/New World interface project.

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County Coordinator:

- The dive trailer is in Willington. The Dive Team will meet tomorrow and start changing equipment over soon.

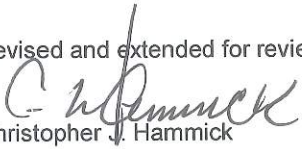
Unfinished Business:

- The firehouse software seems to be working well.
- Next week is the annual meeting
- EVAC activation repayment. Unofficial reports that we will be paid as soon as the State of Connecticut is paid.

J. James made a motion to adjourn at 20:06, seconded by J. Fisher. Unanimously passed

Respectfully,
Donna Jellen,
Recording Secretary

Revised and extended for review and approval


Christopher J. Hammick
Secretary
TCMAFS

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BOARD OF DIRECTORS

Attendance Roster

2013

TCMAFS OFFICERS

		Present	Absent	Late
PRESIDENT*	DAVID EATON Union FD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
VICE PRESIDENT	WAYNE FLETCHER Ashford FD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> _____
SECRETARY	CHRISTOPHER HAMMICK Vernon FD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
TREASURER*	MICHAEL GERGLER Mansfield FD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____

BOARD MEMBERS AT LARGE

DIRECTOR*	JOHN FISHER Vernon FD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
DIRECTOR	JERRY JAMES Columbia FD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
DIRECTOR*	DAVID DAGON Mansfield FD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
DIRECTOR	CHIP JORDAN Mansfield FD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
DIRECTOR*	JAMES BARTON Warehouse Point FD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____

TCMAFS EXECUTIVE OFFICERS

FINANCE DIRECTOR	JOHN TURNER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
EXECUTIVE DIRECTOR	TYLER MILLIX	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
OPERATIONS DIRECTOR	SCOTT HADDAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____

GUESTS 1. Donna 2. _____ 3. _____

* = POSITION TO BE ELECTED 2014

MEETING DATE 1/08/2014

Rev 1/2013

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From: Tyler F. Millix tmillix@tollandcounty911.org 
Subject: Board Meeting Agenda
Date: August 13, 2013 at 9:20 AM
To: Chip Jordan chipjordan@hotmail.com, Chris Hammick chammick@tollandcounty911.org, Dave Dagon DAGONDJ@MANSFIELDCT.ORG, Dave Eaton car72@cox.net, Jack Fisher jfisher@sbcglobal.net, Jack Turner (TN) treasurer@tollandcounty911.org, James Barton jbarton38@gmail.com, Jerry James jjames246@earthlink.net, Michael Gergler gergler@wilcox-reynolds.com, Scott Haddad shaddad@tollandcounty911.org, Tyler Millix tmillix@tollandcounty911.org, Wayne Fletcher chief@ashfordfire.org

Tyler here is what I have for the Board meeting on Wednesday. Send out to the board.

1. Call to order
2. Correspondence/Public Comment
3. Minutes
4. Finance report
5. Executive/Operations Director
6. Committees
 - (a) Finance Committee
 - (b) Building and Grounds
 - (c) Radio Committee
 - (d) Personnel
 - (e) Long Range Planning
7. Unfinished Business
 - (a) Toning issue
 - (b) Loan payoff
8. New Business
 - (c) Brian Elton retirement
 - (c) Website
 - (d) Firehouse Software update
9. Other Business
10. Adjournment

New Financial Format Report March 1, 2012

Report Date: 31-Dec-13

First Niagara - Municipal Operating Fund 8317			Operating Funds
1-Nov-13	Balance	\$ 69,139.92	Small Bus. Checking
	Debits	\$ (11,798.39)	
	Deposits	\$ 7,252.86	
	Interest	\$ 1.81	0.03 APYE
30-Nov-13	Balance	\$ 64,596.20	

First Niagara - State Operating Fund 6052			Operating Funds
1-Nov-13	Balance	\$ 40,289.25	Non Profit Now Checking
	Debits	\$ (255,629.80)	
	Deposits	\$ 242,610.62	
	Interest	\$ -	0.000 APYE
30-Nov-13	Balance	\$ 27,270.07	

First Niagara - Money Mkt. Savings 9270			Obligations & Encumbered Funds
1-Nov-13	Balance	\$ 20,375.45	Prem. Bus. Money Mkt. Savings
	Debits	\$ -	w/ Overdraft Protection for 8317
	Deposits	\$ -	
	Interest	\$ 0.54	0.03 APYE
30-Nov-13	Balance	\$ 20,375.99	

First Niagara - Prem. Bus, Money Mkt. Savings 5929			Obligations & Encumbered Funds
1-Nov-13	Balance	\$ 179,954.74	Premium Bus. Money Mkt. Savings
	Debits	\$ -	from 8317
	Deposits	\$ -	
	Interest	\$ 39.45	0.25 APYE
30-Nov-13	Balance	\$ 179,994.19	

First Niagara - Prem. Bus, Money Mkt. Savings 6409			State Funds Money Mkt.
1-Nov-13	Balance	\$ 75,137.76	Premium Bus. Money Mkt. Savings
	Debits	\$ -	from 6052
	Deposits	\$ 165,000.00	w/ Overdraft Protection for 6052
	Interest	\$ 16.53	0.10 APYE
30-Nov-13	Balance	\$ 240,154.29	

First Niagara - Support Svcs. 6060			Support Services Funds
1-Nov-13	Balance	\$ 10,015.92	Comm. Money Mkt. Savings
	Debits	\$ -	
	Deposits	\$ -	
	Interest	\$ 0.26	0.03 APYE
30-Nov-13	Balance	\$ 10,016.18	

First Niagara - Firehouse Prgm. 6391			Firehouse Interface
1-Nov-13	Balance	\$ 8,666.71	non-profit checking
	Debits	\$ -	
	Deposits	\$ -	
	Interest	\$ -	0.00 APYE
30-Nov-13	Balance	\$ 8,666.71	

New Financial Format Report March 1, 2012

Rockville Bank - 9177 (TF)

Funds from Tower Fund

1-Nov-13	Balance	\$	43,656.78	Checking
	Debits	\$	(5,360.13)	
	Deposits	\$	5,839.06	
	Interest	\$	1.83	0.05 APYE
30-Nov-13	Balance	\$	44,137.54	

Rockville Bank - 8616 (TF)

Funds from Tower Fund

1-Nov-13	Balance	\$	211,594.95	Sig. Money Mkt. Started 1-3-11 from 9177
	Debits	\$	-	
	Deposits	\$	-	
	Interest	\$	34.79	0.20 APYE
30-Nov-13	Balance	\$	211,629.74	

Rockville Bank - 5870 SS

Support Services Funds

1-Nov-13	Balance	\$	908.84	Checking
	Debits	\$	-	
	Deposits	\$	-	
	Interest	\$	0.04	0.05 APYE
30-Nov-13	Balance	\$	908.88	

Savings Institute Bank & Trust

Obligations & Encumbered Funds

1-Nov-13	Balance	\$	226,570.09	Money Market w/ checking
	Debits	\$	-	
	Deposits	\$	-	
	Interest	\$	49.66	0.25 APYE
30-Nov-13	Balance	\$	226,619.75	

Summary of Account Balances

31-Dec-13 For BOD January 2014

FN 8317	Municipal Operating Fund	\$	64,596.20	checking
FN 6052	State Operating Fund	\$	27,270.07	checking
FN 9270	Obligations & Encumbered Funds	\$	20,375.99	MM savings
FN 5929	Obligations & Encumbered Funds	\$	179,994.19	MM savings
FN 6060	Support Services	\$	10,016.18	MM savings
FN 6391	Firehouse Checking Acct.	\$	8,666.71	checking
FN 6409	State Funds Money Mkt.	\$	240,154.29	MM savings
	FN Total	\$	551,073.63	
RB 9177	Tower Funds	\$	44,137.54	checking
RB 8616	Tower Funds	\$	211,629.74	MM savings
RB 5870	Support Services	\$	908.88	checking
	RB Total	\$	256,676.16	
SIB&T 1841	Obligations & Encumbered Funds	\$	226,619.75	MM savings
	SIB&T Total	\$	226,619.75	
	Total all accounts, all banks:	\$	1,034,369.54	

Summary of Account Balances		8-Jan-14					
<i>Municipal and Alarm Money</i>							
FN 8317	Municipal Operating Fund	\$56,953.82	checking	<i>General Operating exp.</i>			
FN 9270	Obligations & Encumbered Funds	\$20,375.99	MM savings				
FN 5929	Obligations & Encumbered Funds	\$179,994.19	MM savings				
<i>State Money</i>							
FN 6052	State Operating Fund	\$103,380.62	checking	<i>payroll, MERF &</i>			
FN 6409	State Funds Money Mkt.	\$140,154.29	MM savings	<i>Health Ins.</i>			
<i>Dedicated Special Project Money</i>							
FN 6060	Support Services	\$10,016.18	MM savings				
FN 6391	Firehouse Checking Acct.	\$8,666.71	checking				
RB 5870	Support Services	\$908.88	checking				
<i>TN Tower Funds</i>							
RB 9177	Tower Funds	\$43,937.76	checking				
RB 8616	Tower Funds	\$211,629.74	MM savings				
<i>TN Funds rolled to a Money Market</i>							
SIB&T 1841	Obligations & Encumbered Funds	\$226,619.75	MM savings				
Total all accounts, all banks:		\$1,002,637.93					

Corporate Financial Obligations			Date:	6-Jan-14
Accrued Employee Liability	6-Jan-14	\$	81,685.65	Listed @ 100% obligation.
Acrued Liability - Retirement	1-Sep-13	\$	94,803.00	Listed @ 100% obligation. Built into operating budget.
Loan Balance	30-Sep-13	\$	-	Listed @ 100% obligation. Built into operating budget.
Total:		\$	176,488.65	
Encumbered Operating Expenses				
Operating Reserve Fund	2 months	\$	230,000.00	est. \$115,000.00 per month 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 <i>Authorized</i>				
VHF Paging 153.125	5 units - 3 complete	\$	24,500.00	Placed on hold - Dec. 7, 2011
BH Security Upgrade cam & Fence		\$	11,800.00	Approved- In Progress
Dispatch Furniture & Floor Replacement		\$	85,000.00	Approved - In Progress
Total:		\$	121,300.00	
Encumbered Project Expenses <i>Pending</i> <i>Estimated full project costs.</i>				
Dispatch Console Upgrade		\$	300,000.00	
Microwave		\$	100,000.00	
UHF Radio Replacement 453.275		\$	63,000.00	System build out
Infrastructure Maint. (Radio & Tower)		\$	10,000.00	non scheduled maint.
UHF Radio Replacement 453.375		\$	12,000.00	Gates Hill - placed on hold 12-7-11
Total:		\$	485,000.00	
Sum of all obligations and encumbered expenses:		Total: \$	1,052,788.65	

Capital Improvements OSET			Active Projects Report					Date:	1-Jan-14
Project Description	TN Project #	Est. full cost	Reimbursement	Est. Reimbursement	Date of request	OSET Approval date	final papers sent for payment to OSET	payment received - check #	STATUS
Board Room - Training Station		\$ 5,713.10	\$ 2,856.55	\$ 2,856.55	3-Aug-12	10-Oct-12	April 21, 2013 & Nov. 1, 2013		OPEN
Plotter		\$ 5,768.25	\$ 2,884.12	\$ 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	\$ 6,332.70	10-Dec-12	21-Feb-13	1-Nov-13		OPEN
Bald Hill Lo Band radio replacements 33.78		\$ 14,788.60	\$ 7,394.30	\$ 7,394.30	10-Dec-12	21-Feb-13	1-Nov-13		OPEN
Hebron Radio Up-grades		\$ 50,831.60	\$ 25,415.80	\$ 25,415.80	13-Dec-12	21-Feb-13	23-Aug-13	Ck. #14273271 11-19-13	CLOSED
East Windsor / BBFD 153.125		\$ 9,795.75	\$ 4,897.88	\$ 4,897.88	9-Sep-13	24-Sep-13	9-Oct-13	14289320 Dec. 9, 2013	CLOSED
Dispatch Furniture/Floor and associated equipment/work		\$ 89,995.25	\$ 44,997.63	\$ 44,997.63	5-Sep-13	24-Sep-13			OPEN
Recorder Upgrade		\$ 8,242.00	\$ 4,121.00	\$ 4,121.00	3-Jun-13	1-Aug-13	19-Aug-13	Ck. #14273271 11-19-13	CLOSED
Bald Hill Security		\$ 11,778.02	\$ 5,889.01	\$ 5,889.01	23-Sep-13	31-Oct-13			OPEN
<i>Final submitted to OSET, Amount pending for reimbursement: Oct. 9, 2013</i>			\$ 16,583.55						
<i>Request submitted and pending OSET approval of project. Full Cost</i>			\$ -						
<i>Projects approved and in progress - full cost.</i>			\$ 101,773.27						



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Executive Director's Report / Operations Director's Report 01-08-14

Monthly Activity Statistics

We received 2889 911 calls for the month of December resulting in 1515 calls for service. (See attachment).

Employee Issues / Training

We formally appointed Jeff Ruest to the position of Lead Telecommunicator. We had a very frank discussion covering all aspects of the position as well as our expectations. We look forward to blending him into the ongoing projects. EMD re-certifications are being done this month by the dispatchers online.

911 Commission / Regional Updates

The 911 Commission meeting was cancelled due to weather and re-scheduled for January 17th.

Communications Truck

Training will be completed on Wednesday and we will have taken possession of the truck as of Wednesday afternoon. We will give a brief tour of the vehicle after the Board Meeting. We did discuss during the classes the need for some guidance specifically for the departments we dispatch and work has begun on some basic guidelines. We will be working with Director Jordan to finalize the document. We will cover the truck and its capabilities at the County Meeting if the Board sees fit. We can also have the truck on display if required.

Dispatch Furniture RFP

We are going to be starting to prepare for the furniture installation Thursday evening. Most of our time this month has been spent planning and working with the various vendors to ensure a smooth install.

UConn Tower Site

No further action on the Mansfield tower site. We had to postpone a meeting but will re-schedule with Mansfield and J&S.

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IT topics / Report from Systems Administrator

The Powerphone interface has been installed. We will be working with our Medical Control to review the protocols in the upcoming month.

The new furniture/remoting of computers project continues to take up considerable amounts of time. Most all components have been ordered and are arriving daily.

The VPN for the recorder, cameras etc. will be installed on Thursday.

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