



# 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](http://www.tollandcounty911.org)



## Board of Directors Meeting Minutes

April 16, 2014

**Officers and Directors present:** President D. Eaton, Vice President W. Fletcher, 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 19:05

**Correspondence:**

1. Received a letter regarding the UCONN safety policy thanking the TCMAFS for coordinating mutual aid response during the NCAA finals.
2. Received a thank you note from the Haddad family.

C. Jordan made a motion to accept the Secretary's report as written, seconded by M. Gergler. 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 website has started being revamped

**Operations Director's Report:** See report

- There were 2,888 calls answered for the month
- The Lead Telecommunicator is going over calls and scoring them.

**Finance Committee Report:** No report

**Personnel:** The committee met regarding employee health insurance. Discussion.

J. Fisher made a motion to authorize personnel committee to enter into a mutually agreeable negotiated settlement with the employees regarding the health care deductible increase for 2014. seconded by C. Jordan. M. Gergler and C. Hammick abstained.

**Equipment and Grounds:**

- The ceiling in the hallway is being repaired.
- There is a gutter that needs to be check; it may be plugged.

**Radio Committee:** See report

**County Coordinator:**

- The dive team had an injured member at a drill
- The dive team commander is looking to step down

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- Spring weekend is coming soon. The coordinators will again work with UCONN

#### **Unfinished business:**

- We will know more about the microwave Friday
- The SOP's for the communication truck have been finished
- Everyone was willing to keep the committees being the same with the exception of: J.  
James will be added to the Personnel Committee and S. Haddad will be added to the Radio Committee.

#### **New Business:** none

C. Jordan made a motion to adjourn at 20:35, seconded by M. Gergler. Unanimously passed

Respectfully,  
Donna Jellen, Recording Secretary

Revised and extended for approval

  
Christopher Hanjick  
Secretary  
TCMAFS

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## BOARD OF DIRECTORS Attendance Roster

2014

### 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 checked="" type="checkbox"/>	<input 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 checked="" 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. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

\* = POSITION TO BE ELECTED 2015

MEETING DATE April 14, 2014

Rev 1/2014

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Radio Committee Report February 7, 2014

Attendees: Tyler Millix, Scott Haddad, Jack Turner, Mark , Wayne Fletcher, Jack Fisher

We have scheduled a meeting with Dave Moffat from Tactical Communications for April 18<sup>th</sup> to review the status of all our outstanding projects. We also asked him to take a look at his recent revised quotation for the new Avtec system as he failed to give a revised plan that would eliminate the monitors as we currently have all new monitors in place. Also missing was the mobile dispatch option including the laptop and software.

Scott and Tyler reported that the Hebron non-crossband option has now been installed therefore the Hebron project can now be listed as completed.

Jack Turner has scheduled a meeting on April 24<sup>th</sup> with all interested parties to review the UPS current and future needs.

Scott gave a report on the findings of his current radio survey he sent to the County Chief's. A copy of that report can be obtained from Scott or Tyler.

Regarding the Avtec/New World Software package, they are awaiting a payment before starting the project. Jack Turner has the package ready to submit to the State for the 50% reimbursement but this could take 90 days. Jack and Tyler will work with New World to see if a partial payment can be made now with the final after July 1<sup>st</sup>. Tyler will also contact QV to make sure that they also are in a position to move with their part now so New World can start the project.

Regarding the UConn tower project, with the help of Scott, the State has agreed to pick up the entire costs of this project for us. Tyler is waiting for the final approval from Paul Zito for the go ahead on the project. All other parties are ready to move. Bill Stanek is working on a new UHF Public Safety frequency for this site.

Our next regular meeting is scheduled for June 5, 2014.

Respectfully Submitted  
Jack Fisher, Chairman



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## **Board of Directors Meeting Agenda April 16th 2014**

**Call to order**

**Correspondence/Public Comment**

**Minutes**

**Finance report**

**Executive/Operations Director**

### **Committees**

- Finance
- Buildings and Grounds
- Radio
- Personnel
- County Coordinator

### **Unfinished Business**

- Web page
- Microwave Update
- Communications Truck/ SOP
- Appointment of Committees

**New Business**

**Other Business**

**Adjournment**

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## **Executive Director's Report / Operations Director's Report** **April 16<sup>th</sup> 2014**

### **Monthly Activity Statistics**

There were 2888 911 calls for the month resulting in 1470 actual dispatches. Aside of the Final Four activity and the accident in Vernon, most were routine calls for service.

### **Employee Issues / Training / Lead Telecommunicator**

The QA Program continues to allow management to evaluate the staff and our policies and procedures. We have identified a staff member that will require re-training on a few of the procedures as their scores are vastly different than what is emerging as the norm. Scott will work with him and provide the necessary assistance.

### **911 Commission / Regional Updates**

The last meeting was just as contentious as the last with the same subject matter being discussed. There is significant concern over the rollout of the new 911 platform and those in the audience (PSAP administrators) are feeling left out of the process. DSET has assured everyone that their calculated and methodical approach to this new system is justified and that due to the complexity of the system and the large amount of testing that needs to be conducted warrants their actions. Once again, a new funding formula was discussed and a new proposal will be put on the website for comment. This one evidently includes holding the big regionals at their current funding levels and making adjustments in regard to the values concerning population and 911 call volume. Once this is published we will run the numbers and certainly comment once again. Along with being concerned about our funding levels, there are other concerns that we have to watch for such as increasing the funding to smaller regionals simply for the reason that they do not receive the same funding as the larger ones. We strongly believe that underachieving or fractured smaller regionals should not be entitled to additional funding just because of the perceived "inequity" in funding.

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## Communications Truck / TN Presentations

The truck was brought to a drill in Vernon and we have other demonstrations scheduled throughout the County. We conducted a training session in Ashford that went extremely well. We also met with the Chief Officers in Hebron to discuss some issues that have come up in their first year of service with us. We monitored the Torrington Fire for possible deployment after receiving a phone call from the State requesting that we prepare for deployment. The truck was brought to TN and additional staff was brought in based on the request. We however were not deployed.

## UCONN Tower Site

We met with Paul Zito regarding the UCONN tower and he indicated that we were all set to move forward. I will confirm this with UCONN officials and once the money is made available from State Tech we will begin the ordering process and the installation of antennas.

## State Technical Advisory Committee

Next meeting is scheduled for the 25<sup>th</sup> of April. Once we obtain the official minutes of the meeting where the monies were authorized for the UCONN project we will engage Tactical to move forward.

## Website

Imageworks has begun working on the new format for the website. Within a week or so we will be meeting with them to review what they developed and make additions and modifications.

## Other

- The bonding request appears to be moving forward. We have been in contact with the Lieutenant Governor's office as well as numerous legislators that have been gracious enough to send emails or letters of support to the Commission on our behalf. While their support is greatly appreciated, the key is to get the request on the agenda and it appears that this has to be facilitated from the Executive Branch.
- We will be meeting with NSI this week to discuss their proposal for IT services. This contract is currently awarded to Fuss and O'Neil.

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- AT&T has informed us that they have decided to delay the alterations to the Bald Hill Site. The tentative agreement will stay in place for them to perform the modifications but they have stopped all projects for the time being to re-evaluate.
- We continue to watch any dispatch related Bills this legislative session.
- The FDIC conference proved to be a valuable experience. I met numerous vendors that had products related to the dispatch function. I will expand on a particular vendor (Locution) that has an existing contract with CROCG for dispatching software.
- The New World Systems conference also was very positive. Stuart and Scott had the opportunity to attend many sessions as well as meet with our new regional representative. He will be contacting us in the near future for a meeting.
- We are following up on a few very sporadic alpha paging issues. Most surround delays in the pages being sent and not failures.
- All radio systems are functioning normally. We made adjustments to the Mansfield Clover Mill radio as well as the Tait link radio here at TN. The poor audio was due to lack of narrow banding which has now been corrected.

## IT topics / Report from Systems Administrator

- Run cards changes in progress for Hebron, Somers, and Mansfield – still work left to do.
- Scott has been assisting in run card changes as time allows.
- As usual, programmed some more alpha pagers, add/deleted/changed cell phone paging users, and made minor mapping updates.
- Still many projects pending based on available time.

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Report Date: 31-Mar-14

**First Niagara - Municipal Operating Fund 8317**

## Operating Funds

31-Jan-14	Balance	\$	27,411.43	Small Bus. Checking
	Debits	\$	(10,774.94)	
	Deposits	\$	19,857.57	
	Interest	\$	0.92	0.03 APYE
28-Feb-14	Balance	\$	36,494.98	

**First Niagara - State Operating Fund 6052**

## Operating Funds

31-Jan-14	Balance	\$	28,228.39	Non Profit Now Checking
	Debits	\$	(226,626.39)	
	Deposits	\$	241,540.55	
	Interest	\$	-	0.000 APYE
28-Feb-14	Balance	\$	43,142.55	

**First Niagara - Money Mkt. Savings 9270**

## Obligations &amp; Encumbered Funds

31-Jan-14	Balance	\$	20,376.98	Prem. Bus. Money Mkt. Savings w/ Overdraft Protection for 8317
	Debits	\$	-	
	Deposits	\$	-	
	Interest	\$	0.52	0.03 APYE
28-Feb-14	Balance	\$	20,377.50	

**First Niagara - Prem. Bus, Money Mkt. Savings 5929**

## Obligations &amp; Encumbered Funds

31-Jan-14	Balance	\$	180,066.94	Premium Bus. Money Mkt. Savings from 8317
	Debits	\$	-	
	Deposits	\$	7,500.00	
	Interest	\$	39.32	0.25 APYE
28-Feb-14	Balance	\$	187,606.26	

**First Niagara - Prem. Bus, Money Mkt. Savings 6409**

## State Funds Money Mkt.

31-Jan-14	Balance	\$	100,176.62	Premium Bus. Money Mkt. Savings from 6052
	Debits	\$	-	
	Deposits	\$	133,000.00	w/ Overdraft Protection for 6052
	Interest	\$	17.62	0.10 APYE
28-Feb-14	Balance	\$	233,194.24	

**First Niagara - Support Svcs. 6060**

## Support Services Funds

31-Jan-14	Balance	\$	10,016.67	Comm. Money Mkt. Savings
	Debits	\$	-	
	Deposits	\$	1,000.00	
	Interest	\$	0.28	0.03 APYE
28-Feb-14	Balance	\$	11,016.95	

**First Niagara - Firehouse Prgm. 6391**

## Firehouse Interface

31-Jan-14	Balance	\$	8,666.71	non-profit checking
	Debits	\$	(7,500.00)	
	Deposits	\$	2,000.00	
	Interest	\$	-	0.00 APYE
28-Feb-14	Balance	\$	3,166.71	

Corporate Financial Obligations			Date:	14-Apr-14
Accrued Employee Liability	4-Feb-14	\$	80,069.58	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.
<b>Total:</b>		<b>\$</b>	<b>174,872.58</b>	
Encumbered Operating Expenses				
Operating Reserve Fund	2 months	\$	230,000.00	SIBT account
Vehicle Replacement		\$	30,000.00	\$6,000.00 added annually, 2013-14 added 7-1-13
* Emergency Event Fund		\$	10,000.00	
<b>Total:</b>		<b>\$</b>	<b>270,000.00</b>	
Project Expenses		Authorized		
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 Room #2		\$	7,150.00	Paid - pending reimbursement
Dispatch Furniture & Floor Replacement		\$	110,000.00	Paid - pending reimbursement
Microwave		\$	200,000.00	
<b>Total:</b>		<b>\$</b>	<b>353,450.00</b>	
Project Expenses		Pending		
<i>Estimated full project costs.</i>				
Dispatch Console Upgrade		\$	365,000.00	
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
<b>Total:</b>		<b>\$</b>	<b>450,000.00</b>	
<b>Sum of all obligations and encumbered expenses:</b>		<b>Total:</b>	<b>\$</b>	<b>1,248,322.58</b>

Reimbursements - State of Connecticut		10-Apr-14						
Training Funds 2013-14		Funds Available \$ 12,767.50						
	Amount	Activity	Date Submitted	Date Paid	Amount Paid	Check #	Status	
#1.	\$ 222.00	Dues TM NENA SH APCO	12-Sep-13	9-Dec-13	\$ 222.00	14289320	CLOSED	
#2	\$ 300.00	Power Phone - Marquardt	28-Oct-13	13-Dec-13	\$ 300.00	14292461	CLOSED	
#3	\$ 92.00	APCO - Dues C. Tracy	15-Nov-13	26-Feb-14	\$ 92.00	14339586	CLOSED	
#4	\$ 498.34	APCO Dues x 6	21-Nov-13	26-Feb-14	\$ 498.34	14339586	CLOSED	
#5	\$ 3,360.72	APCO Fall Conference	21-Nov-13	3-Mar-14	\$ 3,360.72	14343807	CLOSED	
#6	\$ 137.00	NENA Dues 2014 - TM	18-Dec-13	27-Feb-14	\$ 137.00	14341719	CLOSED	
#7	\$ 229.00	APCO Supervisor Training - SH	22-Jan-14	6-Mar-14	\$ 229.00	14347075	CLOSED	
#8	\$ 460.08	Comm. Veh. Ops Training	21-Jan-14	6-Mar-14	\$ 460.08	14347075	CLOSED	
#9	\$ 300.00	Powerphone - Racicot	25-Feb-14	21-Mar-14	\$ 300.00	14360341	CLOSED	
#10	\$ 900.00	Powerphone Recerts - Staff	26-Mar-14				OPEN	
#11	\$ 360.44	Powerphone - Tracy w/backfill	10-Apr-14				OPEN	
#12	\$ 2,500.00	New World, Florida - Scott					pending	
#13	\$ 2,500.00	New World, Florida - S. Cobb					pending	
#14	\$ 200.00	Mecca 1014 Telecom. Conf.					pending	
	\$ 1,260.44	<b>Balance pending payment by OSET.</b>						
	\$ 12,059.58	<b>Total requested for the Fiscal Year</b>					\$ 5,599.14	Total reimbursed to date
	\$ 707.92	<b>FY Balance Available</b>						

Summary of Account Balances		15-Apr-14					
<b>Municipal and Alarm Money</b>							
FN 8317	Municipal Operating Fund	\$27,258.69	checking	General Operating exp.			
FN 9270	Obligations & Encumbered Funds	\$20,377.50	MM savings				
FN 5929	Obligations & Encumbered Funds	\$187,606.29	MM savings				
<i>Note: Est. \$5,250.00 will be billed thru June 30, 2014 - Alarms</i>							
<b>State Money</b>							
FN 6052	State Operating Fund	\$64,459.16	checking	payroll, MERF, Health Ins. & other			
FN 6409	State Funds Money Mkt.	\$148,194.24	MM savings	Operating Expenses.			
<i>Note: Q-4 911 &amp; CMED payment included.</i>							
<i>Note: Receives all incoming State 911, CMED and training reimbursement monies</i>							
<i>Note: Pending receipt of \$1260.44 training reimbursement</i>							
<b>Dedicated Special Project Money - Support Services</b>							
FN 6060	Support Services	\$11,016.95	MM savings				
FN 6391	Firehouse Checking Acct.	\$3,166.71	checking				
<i>Note: \$9,000.00 has been repaid back to the Operating Fund of the \$15,000.00 start up loan.</i>							
RB 5870	Support Services	\$625.98	checking				
<b>TN Tower Funds</b>							
RB 9177	Tower Funds	\$10,750.57	checking				
RB 8616	Tower Funds	\$181,723.60	MM savings				
<i>Note: This account is essentially the money used for capital project funding.</i>							
<i>Note: Encumbered amount for projects already approved and in progress, not yet paid: \$ 22,577.00 of which \$11,288.00 will be reimbursed by OSET.</i>							
<i>Note: The dispatch room project has been completed and the final report submitted to OSET 2-18-14. Expected reimbursement \$44,997.00.</i>							
<b>TN Funds rolled to a Money Market</b>							
<i>This account is the collateral for the line of credit and our two month emergency back-up operations funding.</i>							
SIB&T 1841	Obligations & Encumbered Funds	\$226,759.48	MM savings				
<b>15-Apr-14</b>	<b>Total all accounts, all banks:</b>	<b>\$881,939.17</b>					



University of Connecticut  
*Division of Public Safety*

*Rec'd  
11/6/2019  
40*

Fire Department

John J. Mancini  
*Fire Chief*

April 9, 2014

Chief David Eaton  
President  
Tolland County Mutual Aid Fire Service  
P.O. Box 6  
Tolland, CT 06084

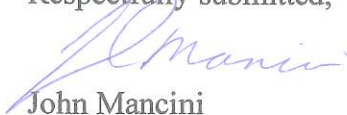
Chief Eaton,

As you are aware, from Saturday, April 5th, until Tuesday, April 8<sup>th</sup>, the University of Connecticut Men's and Women's basketball teams competed in the NCAA Championship tournaments which caused an increase in activity and emergency incidents at our campus in Storrs. In preparation for this activity, a comprehensive UCONN Public Safety Operations Plan was developed to address any issues associated with these tournaments. This plan included opening an emergency operations center for the four nights that the tournaments took place. Along with UCONN Police and Fire, the EOC also had representation from UCONN Facilities, the UCONN Department of Residential Life, UCONN Communications, UCONN Information and Technology, the Mansfield Fire Department, the CT State Police and Tolland County Dispatch.

On behalf of the University of Connecticut and the UCONN Fire Department, we would like to thank the Tolland County Mutual Aid Fire Service for your assistance with the coordination of mutual aid resources during our NCAA Men's and Women's basketball championship. Your assistance in our Emergency Operations Center allowed us to coordinate mutual aid resources to ensure adequate coverage for our event without compromising ambulance resources that may have been needed elsewhere in Tolland County. The cooperation between UCONN and TN should serve as an example as to how to effectively deploy emergency service resources in similar events or incidents in the future.

If the UCONN Fire Department can ever be of assistance, please let me know.

Respectfully submitted,



John Mancini  
Fire Chief, University of Connecticut

Cc: Shad Ahmed, UCONN Emergency Manager  
Chief David Dagon, Mansfield Fire Department  
Tyler Millix, Executive Director, Tolland County Mutual Aid Fire Service

www.heartfelt.com



To thank you for  
your kindness and sympathy  
during a very difficult time,  
we are  
deeply appreciated.

The Haddad / Price families

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