



TOLLAND COUNTY MUTUAL AID FIRE SERVICE INC.

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 June 7, 2014

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

President D. Eaton called the meeting to order at 19:03.

Correspondence: none

C. Jordan made a motion to accept the Secretary's report as corrected, seconded by D. Dagon. Unanimously passed

Finance Director's Report: see report

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

Executive Director's Report: See report

Operations Director's Report: See report

Treasurer's report: The language was changed on the line of credit.

County Coordinator:

- There have been several calls for coordinators. One for a search in Coventry, a search in Union, dive team activation at Bolton Lake, another search in Union and West Stafford had a search today.
- The dive team had a drill last week.
- The dive commander stepped down. B. Morrison has been recommended for the position.
- Discussed a participation agreement for each department.

Equipment and Grounds:

- The fence was moved at the tower. Some mulch needs to be moved and grass planted
- The cameras are being upgraded
- There will be some grass and flowers planted at the dispatch center.
- Discussed the air conditioning in the equipment room.
- Discussed the U P S
- AT&T is looking to renegotiate their lease

Radio Committee: See report

- The last meeting was April 3rd and the next meeting is June 5th. There was a special meeting in April 18th.

Personnel: No report

Unfinished business:

- The IT person and the Finance Director's contracts are up June 30, 2014.

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- Discussed the communication truck usage document

C. Hammick made a motion to adjourn at 20:47, seconded by C. Jordan.

Respectfully submitted,
Donna Jellen
Recording Secretary

Revised and extended for review and approval

Christopher J. Hammick
Secretary
TCMAFS

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Fax – 860-872-0382



Board of Directors Meeting Agenda May 14th 2014

Call to order

Correspondence/Public Comment

Minutes

Finance Director

Executive/Operations Director

Treasurers Report

County Coordinator

Committees

- Buildings and Grounds
- Radio
- Personnel
- County Coordinator

Unfinished Business

- Web page
- Microwave Update
- UCONN Tower

New Business

- Finance Director / IT Specialist Contracts

Other Business

Adjournment

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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 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 checked="" 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 type="checkbox"/>	<input checked="" 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 5/14/2014

Rev 1/2014

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Executive Director's Report / Operations Director's Report **May 13, 2014**

Monthly Activity Statistics

2447 911 calls / 1495 dispatched events

Employee Issues / Training / Lead Telecommunicator

While the overall average of compliance for the staff is at 85%, work continues with certain staff to educate them on the expectations. Re-training is being conducted and one on one discussion has taken place with these employees. Our goal is to consistently be in the 90-95% range on a monthly basis.

911 Commission / Regional Updates

Based on information provided at the PSAP Managers Meeting, DSET staff has not concluded the work on specific details of proposed regulatory language to implement the proposed funding formula changes, which was due May 1st. They were supposed to post the package of proposed changes on their web site on May 12th and now they say it will be as soon as possible. It's inevitable that any serious objection to their proposal that we might make will have to be conducted along bipartisan political lines and in cooperation with the other large regional centers. We will have several months in which we can appeal to friends who have announced that they will not run again this fall, or who might not be re-elected. Among these are Sen Williams, Sen. Stillman, Rep. Mikutel, Rep. Flexer, Rep. Sawyer and Lt. Governor Wyman. We will be meeting with representatives from QV later this week to begin the discussions on how to move forward.

Communications Truck / TN Presentations

We conducted a TN presentation in Ashford, and have one scheduled for Union this week. The MCV was brought to Ellington for their Public Safety Day. We will need to have a discussion on the labor requirements / costs associated with bringing the truck to events such as these. For emergencies, we believe that the labor costs are an expected cross to bear, but for presentations that typically last a few hours there is a cost associated that we need to think through and potentially develop a policy document for both the staff here at TN but also for the requesting agency.

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UCONN Tower Site

The project is now in the hands of the real estate department at UCONN. The vendor meeting last week went very well and we were able to establish everyone's scope of work. Our hope is that the project will move forward expeditiously.

State Technical Advisory Committee

The April 25th meeting was cancelled.

Website

Authorization has been given for ImageWorks to move to the next step in developing the website after signing off on the preliminary layout. Work is continuing and they will be onsite within a few weeks to conduct some training on modifying the site as we see fit.

Other

- Our bonding request did not make it into the latest package acted on by the legislature. Representative Haddad is working on this request for us and he will be visiting the center with some other democratic legislators in the near future. Senator Guglielmo has been helpful in suggesting other ideas on how to access some funding. A follow up email has been sent to the Lieutenant Governor in regard to the options we think are available.
- We met with NSI regarding their proposal. There is more work to do on their end to firmly establish some costs comparisons with the existing vendor. They are in the process of evaluating our hardware/software systems and we need to determine the structure of the agreement with F&O to determine if we own the servers etc.
- AT&T has informed us that they have a desire to re-structure the lease at the tower. We are in active discussions with them and will report to the Board once there is a recommendation on the table.
- All radio systems are functioning normally with no outstanding issues except for the 153 radios that we are working on getting replaced. An intermittent hum is present on the JMH circuit. A trouble report has been submitted to AT&T.

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- In an effort to keep the Chiefs informed on various activities within their towns, and due to recent events that involve both the fire service and law enforcement, we have developed a policy for the staff that will advise the Chiefs of certain specific law enforcement activity. This will be done as an advisory only and is only intended to provide command level officers with some situational awareness of what is occurring within their community. This will be released at the County Meeting next week.
- We have been approached by the Capital Region Fire Chiefs regarding TN becoming their distribution point for Strike Team / Task Force activations. This really only would require us to make notification to the Duty Officer if we receive a request for an activation. The Duty Officer would then take care of the rest of the notifications. We already provide this service for the Hartford County Coordinators, and the thought is that if we are responsible for both entities then everyone would get the notification at the same time reducing confusion.

IT topics / Report from Systems Administrator

- There has been a lot of activity over the past month updating cell phone paging info and alpha pager changes.
- Only have two computers remaining that are still running Windows XP. Several others have been upgraded to the Windows 7 operating system.
- With Scott's assistance, the run cards for Staffordville and Somers have been completely updated. Still need to create the 5 new map zones for Somers. We are still waiting for the go-ahead from Car 107 to enter Mansfield's run card changes.
- Routinely, review all dispatched addresses for verification. This usually results in a couple of map items to correct and a short list of training items to be passed along to Scott. Also, all pages are reviewed checking for proper cross streets.
- CAD updates - Minor run card changes (i.e. taking out a warbler for CO call/no symptoms) etc., adding new units to the CAD (i.e. UTV 140, UTV 240, CSP).
- In-house IT issues – i.e. replacing broken wireless keyboard receiver, re-installing print drivers.

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County Meeting Financial Report

Month of: March & April 2014

20-May-14

Municipal Operating Fund

3/1/2014	starting balance	\$	27,411.43
	Debits	\$	(10,774.94)
		\$	(38,092.89)
	Deposits	\$	19,857.57
		\$	33,477.50
	Interest	\$	0.92
		\$	0.92
4/30/2014	ending balance	\$	31,880.51

State Operating Fund

3/1/2014	starting balance	\$	28,228.39
	Debits	\$	(226,626.39)
		\$	(104,813.23)
	Deposits	\$	241,540.55
		\$	85,000.00
30-Apr	ending balance	\$	23,329.32

FN Support Svcs. 6060

3/1/2014	starting balance	\$	10,016.67
	Debits	\$	-
	Deposits	\$	1,000.00
		\$	-
	Interest	\$	0.28
		\$	0.27
4/30/2014	ending balance	\$	11,017.22

RB Support Svcs.

3/3/2014	starting balance	\$	625.95
	Debits	\$	-
		\$	-
	Deposits	\$	-
		\$	-
	Interest	\$	0.03
		\$	0.02
4/30/2014	ending balance	\$	626.00

SS Total		20-May-14
\$	11,017.22	FN
\$	626.00	RB
\$	1,096.69	8317
\$	12,739.91	
\$	-	Less encumbrances
\$	12,739.91	SS Balance
\$	1,500.00	Dive Team Donation