



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 11, 2014

Officers and Directors present: President D. Eaton, Vice President W. Fletcher, and 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 19:00

Correspondence: Chip Jordan submitted his resignation as CL&P liaison.

M. Gergler made a motion to accept the Secretary's report as written, seconded by W. Fletcher. 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 microwave installation starts tomorrow
- Adopted a policy of notification to department chiefs of any emergency that may involve the services of a member organization. Notifications to be made in a prompt manner. Such incidents might involve law enforcement, etc.

Operations Director's Report: See report

- 2,808 911 calls
- The Q & A is still in progress

Treasurer's report:

W. Fletcher made a motion to use Pue, Chick, Leibowit & Blezard, LLC as our auditors again this year, seconded by C. Jordan. Passed, Unanimous

- The line of credit has been approved. \$500,000.00

County Coordinator: There have been no calls

Personnel:

- There is a meeting scheduled for next week. Negotiations will start soon with the Union over health insurance concerns.

Equipment and Grounds:

- Still looking into the air conditioning in the radio room

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- Bald Hill - the fence has been moved; the propane tank was filled and will be painted.
- The grassy area in the back will be fixed so the water doesn't run into the buildings below it.

W. Fletcher made a motion to approve the purchase and installation of a new UPS system not to exceed \$33,000, seconded by D. Dagon. Unanimously passed

Radio Committee: See report

(*)

W. Fletcher made a motion to accept a quote of \$324,495 for Avtech system as proposed by the Radio Committee, from Tactical Communication Guilford CT. seconded by M. Gergler. Unanimously passed

M. Gergler made a motion to adjourn at 20:39, seconded by W. Fletcher. Unanimously passed

Respectfully,
Donna Jellen
Recording Secretary

Revised and extended for approval,

Christopher Hammick
Secretary
TCMAFS

7/09/2014 1900

Upon review of Secretary's report and minute's approval, Secy Chris Hammick motioned to clarify draft minutes of June 11 as pertaining to radio committee recommendation to move on project.* Seconded by J.James. All in favor.

Clarified motion now reads:

W. Fletcher made a motion to accept a funding limit of \$324,495 for Avtech system as proposed by the Radio Committee, subject to funding. Seconded by M. Gergler. Unanimously passed

Christopher J. Hammick
Secretary
TCMAFS

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Fax – 860-872-0382



Board of Directors Meeting Agenda June 11th 2014

Call to order

Correspondence/Public Comment

Minutes

Finance Director

Executive/Operations Director

Treasurers Report

County Coordinator

Committees

- Buildings and Grounds
- Radio
- Personnel

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 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 JUNE 11, 2014

Rev 1/2014

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Summary of Account Balances		10-Jun-14					
Municipal and Alarm Money							
FN 8317	Municipal Operating Fund	\$45,731.53	checking	General Operating exp.			
FN 9270	Obligations & Encumbered Funds	\$10,378.20	MM savings				
FN 5929	Obligations & Encumbered Funds	\$122,671.33	MM savings				
<i>Note: Est. \$3,000.00 will be billed thru June 30, 2014 - Alarms</i>							
State Money							
FN 6052	State Operating Fund	\$40,681.34	checking	payroll, MERF, Health Ins. & other			
FN 6409	State Funds Money Mkt.	\$13,214.27	MM savings	Operating Expenses.			
<i>Note: Q-4 911 & CMED payment included.</i>							
<i>Note: Receives all incoming State 911, CMED and training reimbursement monies</i>							
<i>Note: Pending receipt of \$5,931.24 training reimbursement from DSET.</i>							
Dedicated Special Project Money - Support Services							
FN 6060	Support Services	\$11,017.49	MM savings				
FN 6391	Firehouse Checking Acct.	\$1,229.71	checking				
<i>Note: \$10,250.00 has been repaid back to the Operating Fund of the \$15,000.00 start up loan.</i>							
RB 5870	Support Services	\$626.03	checking				
TN Tower Funds							
RB 9177	Tower Funds	\$64,565.47	checking				
RB 8616	Tower Funds	\$181,785.35	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: \$ 18,778.02 of which \$9,389.01 will be reimbursed by DSET.</i>							
<i>Note: Pending payment by DSET \$ 2,975.00.</i>							
TN Funds rolled to a Money Market							
<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	\$226,852.69	MM savings				
13-May-14	Total all accounts, all banks:	\$718,753.41					



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Executive Director's Report / Operations Director's Report

June 11, 2014

Monthly Activity Statistics

2808 911 calls / 1547 dispatched events

Employee Issues / Training / Lead Telecommunicator

QA Compliance remains in the average of 85%. We have a meeting scheduled with the supervisor to review the program and develop some points to fine tune the process. Jeff attended the Everbridge Conference in Boston and work will begin on the development of groups for use within the County. A new platform will be released in about six months as well.

911 Commission / Regional Updates

The posting of proposed changes to the subsidy still has not been posted. However in an email discussion DSET stated:

"Speaking frankly, we had problems with the formulas that we first came up with. When we extended them out, they had unexpected outcomes - and they weren't good. Carey has been working with me on the project, and we don't want to give you a finish date until we have a clear direction. Please understand that we are working to minimize the immediate impact on regional centers that any re-write of the subsidy program would entail.

So, the bottom line is: we don't know yet when we'll be done, but we're working on it using all the time available for the project."

Communications Truck / TN Presentations

The State has once again changed the notification / request procedure for the MCV. Any request for activation has to be authorized by the DEMHS Regional Coordinator. This will be a simple phone call that I or Scott will make once a request has been made. We have been requested to support a large event in Niantic during the month of July. I spoke with the State and they support the two trucks being there due to the crowd size and communications interoperability needs as well as required video surveillance. Scott and I will work out the details of coverage.

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UCONN Tower Site

The project still in the hands of the real estate department at UCONN.

State Technical Advisory Committee

No report or meeting scheduled.

Website

Work is ongoing. I am submitting content to ImageWorks. Site should be launched within the month.

Other

- We are actively following up on the bonding request through numerous channels. The Lieutenant Governor's office is actively engaged in this request.
- We have requested an equipment buyout figure from F&O. This request pertains to our shopping around a bit for IT services.
- All radio systems are functioning normally except for the outstanding 153 radios that we are working on getting replaced as well as the ongoing 33.48 receiver issue.
- The new notification procedure has gone into play with the staff in regard to police activity with the modification that incident numbers will not be created for construction closures.
- We have solidified an agreement with the Capital Region Chiefs regarding TN becoming the answering point for the Region for Strike Team and Task Force activations.
- We have a conference call with New World regarding the Avtec interface. NWS is actively working on this project and our hope is to get some type of timeline from them so we can move into beta testing at QV.
- We are working with Vernon PD and Coventry PD to establish a console to console radio link through the PSDN and CCGW at each site. This will enable us to communicate seamlessly through the radio consoles without having to use the phone. In Vernon's case, this will allow us to eliminate the costly telephone circuit.

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- We met with Chief Feldman from Ellington and covered a myriad of topics.

IT topics / Report from Systems Administrator

- Several days were spent responding to a very detailed FOI inquiry.
- Several days were spent creating new hydrated/non-hydrated zones in Somers to match their new run card assignments.
- Scott completed West Stafford's run cards to correspond with the updated joint response policy they have with Staffordville.
- As usual, continue to add/delete/change cell phones, program & re-assign alpha pagers, deal with in-house IT issues (blinking screens, full hard drives, etc.), add location alerts into the CAD.
- Upcoming projects:
 - Update Mansfield's run cards
 - Other run card maintenance (delete unused sirens, change assignments regarding apparatus that has been renamed or taken out of service, etc.)

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TOLLAND COUNTY MUTUAL AID FIRE SERVICE INC.

Effective Date: June 1, 2014	Number: OP-07	Revision: A
Title: <i>Advisory Notification Procedures</i>		
APPROVED BY:	Reevaluation Date: July 2015	Number of Pages: 2

POLICY:

In an effort to effectively communicate the possibility of actions required by an emergency service organization under our dispatch authority, events that TN is made aware of that may impact emergency services must be relayed to a Chief Officer in a prompt manner. Internal policies and procedures within each municipality vary greatly however this policy is in effect for all municipalities and emergency service agencies we serve.

SCOPE:

It will be the responsibility of the on duty staff to make an advisory notification to a Chief Officer of conditions present in their area of responsibility that may lead to involvement of the department.

PROCEDURES:

A. Incident Types

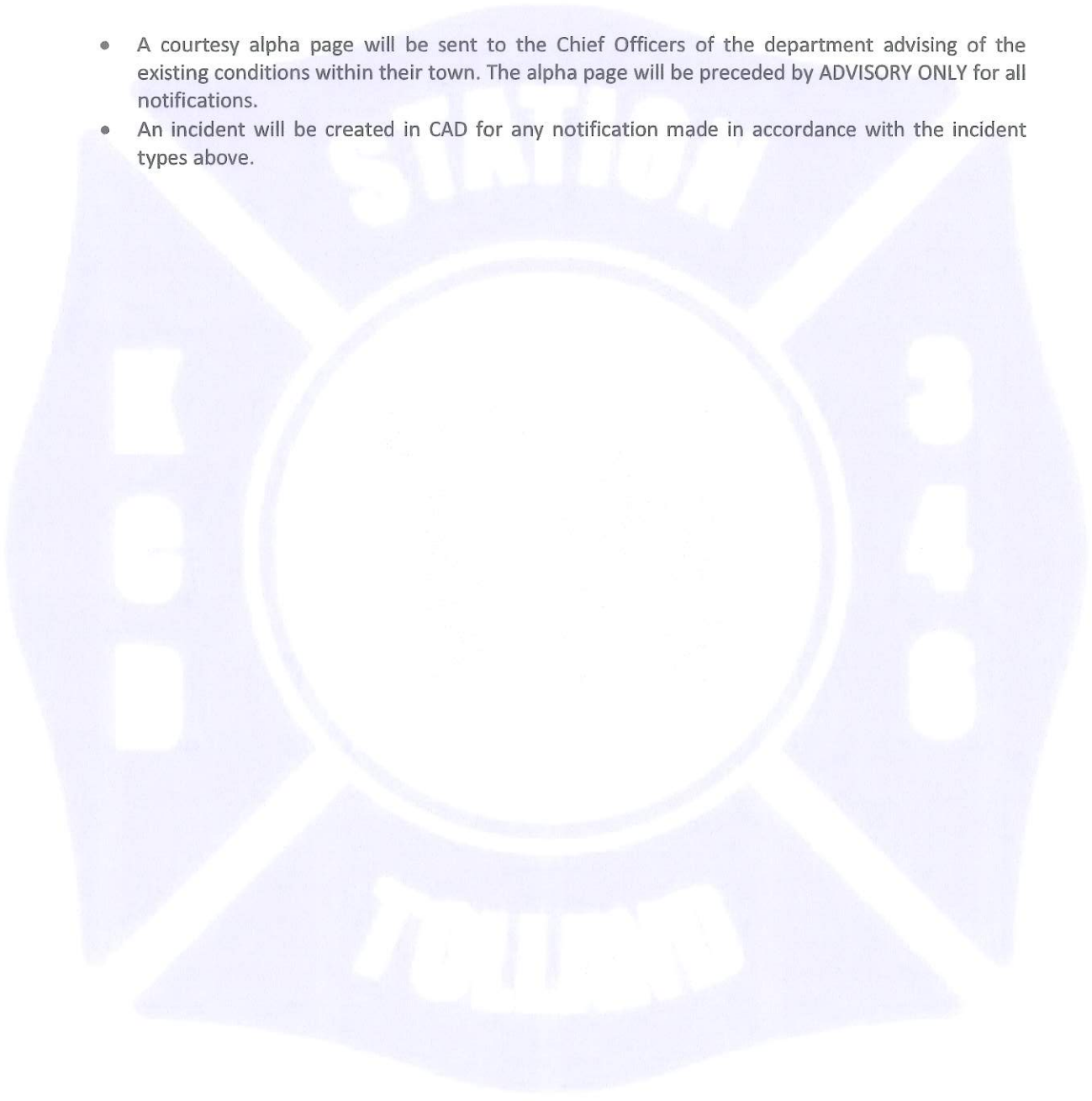
For the purposes of this procedure, when services are not specifically requested or dispatched in accordance with existing policies, the duty staff is made aware of the conditions below an advisory notification will be made:

- Missing person
- Bomb threat
- Reported active shooter incidents
- Lock-down or Lock-in at any school
- Traffic conditions / road closures that may affect response routes

B. Notification Procedures

When conditions exist as described in the Incident Types section, the following notification procedures will be followed:

- A courtesy alpha page will be sent to the Chief Officers of the department advising of the existing conditions within their town. The alpha page will be preceded by ADVISORY ONLY for all notifications.
- An incident will be created in CAD for any notification made in accordance with the incident types above.





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Radio Committee Report June 5, 2014

Attendees: Tyler Millix, Scott Haddad, Jack Turner, Mark Dittrich (conference call) , Wayne Fletcher, Bill Stanek & Jack Fisher

Jack F reported on an email sent to Dave Moffat, Tactical Communications on May 15, 2014. The email expressed our displeasure (Radio Committee and Board of Directors) with the delays in response or completion of several projects and requests of late. The email detailed all the outstanding items for his review and response.

The same day Dave responded and indicated he was out of State and would not be able to respond fully to the issues until he returned, but did provide some answers. Since that date, the only issues resolved are the missing quotation/paperwork Finance Manager Turner has been waiting for on the Bolton Box Mountain control station and combiner along with the Hebron final documentation. These items needed for filing for reimbursement from the State.

Tyler also received the long awaited antenna inventory list from the Bald Hill inspection performed some months ago.

Questioned again today on the several remaining issues, Dave indicated he is now out of the country and will respond when he returns next week. Tyler and I will request a meeting with Dave at his office next week to press these and future issues.

The status of the UPS issue for the equipment room, FM Turner has received all the estimates and has submitted a request to OSET. They have 90 days to act and once approved we estimate delivery could be made in 30 days. Our electrician would be able to get a head start as he has quite a bit of work and some could be accomplished before delivery.

As for the 153.125 radios, the Union radio request is with State Tech now and we are still awaiting a quote from Dave Moffat for the Bald Hill Tolland radio. In the meantime we are still using a borrowed radio from the Tolland Fire.

The air conditioning problems were also addressed. FM Turner is working with Air Control from Ellington. They are recording daily readings to assist with making decisions on size and type equipment required to correct problems. All emphasized that we should make sure we not cut corners and get what we need now rather than having to redo it later. Plan for the future also.

We are still waiting for Tactical to come back and further evaluate the problems TN has had with keeping the 33.48 receiver working at Bald Hill. This radio, although a new one, has had several failures over the past several months. The last service call they found that when either 33.86 or 33.48 radios were transmitting the opposite radios receiver is seeing about ten (10) watts of power hitting the other radios receiver. Again, this is another issue overdue for action.

The UConn Tower site project has not moved much farther in that when Tyler received all the approvals from the various agencies involved they indicated the last step was the approval from the UConn real

estate group. Even though we were quite sure they were involved right from the start, they now are indicating they know nothing about the project but would look into the matter. Tyler is following up on this. Therefore everything is still on hold and has not moved forward. Bill Stanek is still working on getting a new UHF frequency for this site but needs information on the existing frequencies being used in the current transmitter combiner in order to insure the new frequency will work with the existing ones. The low band channel licenses are all set.

The State has approved the 50% matching funds for development of the New World CAD interface to the Avtec console. New World acknowledge and invoiced TN for the full amount up front. FM Turner and Tyler will address this issue with New World at a meeting they have scheduled with them next week.

Of course, we still are awaiting the formal quote from Moffat on the Avtec console. We have met with Dave and determined what we feel is the final configuration.

Moffat indicated that they should now have received the missing item from the microwave project but will confirm when he is back next week. Again Tyler and I will address this issue with him next week.

We discussed the possibility of using the new PSDN system for direct phone communications with police departments supported with existing hard wired phone lines from TN in use today (specifically Vernon and Coventry). These lines are currently costing us considerably each month which could be significantly reduced or eliminated. Tyler and FM Turner are working on this project.

Tyler presented a system from Sentor that provides remote monitoring of our remote radios at our tower sites. This one time charge could prove to be quite useful and possibly find radio problems before they become a major problem, especially for sites as Soapstone Somers where we cannot get to conveniently during the winter months. Estimated costs of this package is around \$7,500.00 per site. Again could qualify for matching funds.

Our next regular Radio Committee is scheduled for August 7th.

Respectfully Submitted
Jack Fisher, Chairman

Tactical Communications, Inc.
29 Soundview Road
Guilford, CT 06437

Tolland Mutual Aid Fire Service
Avtec Console Upgrade
Budget Estimate Worksheet

February 5, 2014
Revised March 14, 2014
Revised April 27, 2014

1 Console Equipment Budget

Revision Notes

Includes:
50 Channel Capacity, 25 Outposts
(4) Dispatch Positions
(1) Aux I/O Package
(4) 24-in-NON-Touch-Monitors/seat-model-IBD
(4) Scout Media Work Stations
(4) PC Mini Tower Workstations
(4) Desk Microphones
(4) Headset Jacks
(4) Software licenses for integrated multi-channel IRR
(2) Industrial 1U Computer for VP Gate
(6) Managed Ethernet Switches
Racks, cables, hardware
Includes TDM-150 trade-in
Installation materials and cabling as required
Shipping
AVTEC Project Management

Increase quantity. Delete MDG decode
Delete Monitors/TN Supplies

Section Sub Total \$ 228,000.00

Validity 30 Days
Terms Net 30 Days

For Budget Use Only
This is not a proposal

Tactical Communications, Inc.
 29 Soundview Road
 Guilford, CT 06437

Tolland Mutual Aid Fire Service
 Avtec Console Upgrade
 Budget Estimate Worksheet

February 5, 2014
 Revised March 14, 2014
 Revised April 27, 2014

2 Not to Exceed Installation Labor Budget Including:

Process Overview (not detailed)

- System Design
- Receive and unpackage system
- Staging/Guilford
- Set up/Program/Configure
- Staging Inspection/Admin training day in staging
- Dismantle and ship system
- Install backroom equipment
- Install I/Os**
- Crossconnect and bridge base stations
- Install one test/training position
- Program and configure system updates** (as/iff required post staging)
- Optimize and level set audio levels
- Interface to new microwave
- Interface microwave and system alarms
- Install 3 additional positions
- Cutover System
- Disconnect/Dismantle Orbacom
- Relevel system following Orbacom disconnect
- Strip/remove/relocate old console.
- Recorder interface. Assist recorder vendor**
- User training/System Administrator
- First Year site maintenance and warranty support

Section Sub Total \$ 66,500.00

3 Spares Kit Budget (exact quantities TBD) \$ 28,000.00

4 Ranger Console Software Budget \$ 1,995.00
 Ranger console system accessory with four channel software audio package. Installation labor, Windows 7 PC, Monitor, and other accessories not included.

Software only/ IT support required, not included. Remote access required to new console network. Not supplied

Project Estimate \$ 324,495.00

Notes:

Excludes UPS for positions and server
 TN supplies suitable LCD monitors with interface cables and mounts. No monitors are supplied.

Validity 30 Days
 Terms Net 30 Days

Tactical Communications, Inc.
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Gulford, CT 06437

Tolland Mutual Aid Fire Service
Avtec Console Upgrade
Budget Estimate Worksheet

February 5, 2014
Revised March 14, 2014
Revised April 27, 2014

5 Optional Items

Additional Console Position Budget, up to 6, with installation labor in the same area	EA \$	19,345.00
SCOUTCARE-T1 Annual Software Maintenance and Technical Support/Per Year, Years 2-5	EA \$	15,890.00
Annual Maintenance Agreement		TBD
KVM Extenders/ IP, Budget per position, installed	EA \$	500.00 Budget estimate only, To Be Determined
ANI Format Decoder/Channel (Fleetsync, GESTAR, DTMF)		Quote

Validity 30 Days
Terms Net 30 Days

For Budget Use Only
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