



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 July 9, 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. 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
Treasurer M.Gergler asked that agenda item 9D be placed upon the table. No objection.

Correspondence: None

J. James made a motion to accept the Secretary's report of June 2014 as clarified, seconded by W. Fletcher unanimously passed

Finance Director's Report: See report

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

Treasurer's report: The fiscal year-end report should be finished soon.

- 2013-2014 year ended in the black although exact figures not known yet.
- Special thanks to Finance Manager Turner for his work as well as Executives Tyler Millix and Scott Haddad for their work holding overtime down and staffing improvements.
- This balancing also includes the unexpected \$35000 repair to the microwave system over the harsh winter months.
- Treasurer recommended to the Board that the just recently completed new microwave system replacing the repaired system be paid for using the line of credit account. Item was previously approved for funding. No discussion. Approx. price \$200,000.

New Business:

M. Gergler made a motion to change the Tolland County Board of Director's meetings to quarterly to the months of November, February, May and August, seconded by W. Fletcher. Three were three in favor and four were opposed. The motion does not carry.

J. James made a motion to change the Tolland County Board of Director's meetings to every other month with the meetings being held in the off months of the County meetings, effective after the August meeting. Meetings would be February, April, June, August, October and December, seconded by M. Gergler. Six were in favor and one opposed. The motion carried.

Executive Director's Report: See report

- Website is still being worked on.

Operations Director's Report: See report

- Three thousand 911 calls

County Coordinator:

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



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



- The town of Vernon will supply the air vehicle for the divers at events and drills.
- Working on the rewriting of the participation agreement
- One incident in Union

Personnel:

- The Committee met with the Union to go over the health agreement. The Union signed the new agreement.
- Contract negotiations were held with the Finance Director for a four year contract.
- The Finance Director received an excellent review

D. Dagon made a motion to approve the contract for the Finance Director, seconded by W. Fletcher. Unanimously passed

- Contract negotiations were held with the IT Specialist for a four year contract.
- There was a performance review done on the IT Specialist who also received an excellent review.

D. Dagon made a motion to approve the employment contract for the IT Specialist, seconded by W. Fletcher. Unanimously passed

Equipment and Grounds:

- Entrance door was repainted
- There will be some landscaping done
- Some of the gutter guards were removed
- The UPS project was approved
- The air conditioning project is still on-going.

Radio Committee: No report

Unfinished business:

- The website is still being worked on.
- Nothing new on the UCONN tower
- The microwave is up and running

W. Fletcher made a motion to adjourn at 21:05, seconded by J. James. Unanimously passed

Respectfully submitted,

Donna Jellen,
Recording Secretary

Revised and extended for approval


Christopher J. Hammick
Secretary
TCMAFS

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



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 - Fax - 860-872-0382



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"/> <i>Left @ 20:00</i> |

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 type="checkbox"/> | <input checked="" 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 2/9/2014

Rev 1/2014

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



Date: Sunday, July 6, 2014 8:55 AM

From: car72@cox.net

To: tmillix@tollandcounty911.org

Cc: car72@cox.net

Subject: July board agenda

Tyler please send out to board members:

1. Call to order
 2. Correspondence/Public comment
 3. Minutes
 4. Finance report
 5. Executive/Operations Director
 6. Treasurer report
 7. County Coordinator
 8. Committees
 - (a) Personnel
 - (b) Building and Grounds
 - (c) Radio
 9. Unfinished Business
 - (a) Web page
 - (b) Microwave update
 - (c) UConn tower update
 - (d) avtec dispatch contract
 - (e) Finance Director/ IT specialist contracts
 - (f) Minutes State Tech meeting
 10. New Business
 11. Other Business
 12. Adjournment
-



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 Director – 860-871-8684

Fax – 860-872-0382



Executive Director's Report / Operations Director's Report

July 9, 2014

Monthly Activity Statistics

3120 911 calls / 1499 dispatched events

Employee Issues / Training / Lead Telecommunicator

QA Program is moving along well. We are now getting enough data to allow us to hone in on specific performance issues and address them in a more detailed manner.

The Management Staff had a meeting with the Everbridge representative and are now operational on the new platform. The staff will be trained shortly and we are beginning to use the system for notifications to the Staff, Board Members and Chiefs when needed.

A delay in toning for a serious incident in Vernon was reviewed and the Management Staff is working on procedures to alleviate the delay specifically when an address is not verified in CAD which can at times be problematic.

911 Commission / Regional Updates

There is still no movement on the proposed changes to the funding formula. It is expected that at the next 911 Commission Meeting the topic will be brought up but there is no direct confirmation. We continue to monitor this closely and will collaborate with our larger regional partners. (QV, LCD)

Communications Truck / TN Presentations

The truck was brought to Bolton for a demonstration prior to the standard TN class. The Chief was extremely pleased with both discussions. We will be bringing the truck to East Lyme on July 19th from approximately 1200 hours to 2300 hours. Our primary mission will be to perform video surveillance for the various disciplines as well as provide command level communications.

UConn Tower Site

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

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



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 Director – 860-871-8684

Fax – 860-872-0382



State Technical Advisory Committee

No report or meeting scheduled, however another letter was sent to the Chairman requesting authorization to move forward with the Union and UCONN projects.

Website

The main components of the site have been completed by ImageWorks. We are now adding content and applying changes as appropriate. This is a bit time consuming but we are working to get the site active as soon as we can.



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 now have a contact within OPM and the agenda for the next meeting will be published on or around the 18th of this month.
- We met with Industrial Defender (F&O) to discuss our service contract in an effort to possibly reduce costs and to ascertain a buyout figure of the hardware. We have put them on a month to month contract instead of quarterly until we collectively decide what direction we want to move.
- 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. We have identified an issue with the 33.48 and 33.86 receivers and plans are being developed to possibly utilize some filtering to assist with alleviating the failure of the receivers.
- 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. The procedure is now in effect and all staff members have been advised of the new procedure and issued a copy of the SOG.

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



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 Director – 860-871-8684

Fax – 860-872-0382



- We are still 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. We are in active discussions with the State Police CTS Unit to bring this project to fruition.
- The new microwave is fully functional. The dedicated line between TN and Bald Hill is no longer in use. We thoroughly tested both links between the two sites and replicated a failure of each link to ensure a seamless cutover. The system works flawlessly and the only remaining item to complete is the addition of the microwave into the VPN so we and Tactical can access the system remotely.



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



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 Director – 860-871-8684

Fax – 860-872-0382



- We provided some data to East Hartford FD in regard to TN operational frequencies. During the MCI Drill in Vernon it was quickly recognized that if interoperable channels were not specified very early on in an incident, communications while enroute to the scene are problematic. We provided them with a list of cross band sites as well as the TN Admin channel for use when they are responding into our area.
- We have a request from Manchester 8th District to be assigned “Station 80” strictly for use when responding into Tolland County for mutual aid events. This would alleviate any confusion regarding the 8th District and the Town of Manchester when mutual aid is being requested.

IT topics / Report from Systems Administrator

- Both Scott and Stuart continue to chip away at the run card changes and add the hydrant locations. (Mansfield run cards complete)
- With the new microwave being installed coordination will be needed to add the system into the VPN.
- As usual, continue to add/delete/change cell phones, program & re-assign alpha pagers, deal with in-house IT issues.
- Working with Industrial Defender and new representative to iron out any service request related issues.

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