



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 Operations Director: 860-872-2421 Finance Manager: 860-871-8684 Fax: 860-872-0382

Visit us at: www.tollandcounty911.org



MINUTES

Meeting of T.C.M.A.F.S

March 20, 2012

The meeting was called to order by President David Eaton at 19:30.

In accordance with county policy the group began with the Pledge of Allegiance.

Thanks to the North Coventry Fire Department for their hospitality and sponsoring this months meeting.

Attendance:

- Chiefs of Service; 07, 10, 11, 13, 15, 38, 39, 41, 43, 44, 45, 46, 72, 543, 547.
- Municipal Reps; Mansfield, Hebron, Andover, East Windsor, Ellington, Stafford, Vernon.
- Guests; See attached list.

Correspondence: Received a card from the Harold Finch family

A. Moore made a motion to accept the minutes as written seconded by D. Lucia

Finance report: See attached report

B. Morrison made a motion to accept the Finance report as written seconded by A. Moore.

Operations Director report: See attached report

911 Committee: No report

The president stated that there were vacancies on several committees.

Legislative: There is a lot of activity in the legislation. M. Varney asked that everyone watch their emails for updates.

County Vice: The Firefighters Hall of Fame annual dinner is April 11, 2013.

Eastern Connecticut Fire School: Notices will be going out shortly for classes that are being held in April.

OEMS:

- EMR's can now use tourniquets'.
- CT Medical advisory committee has stated that some patients may not need to be back boarded. Everyone was asked to continue present practices.

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County Coordinator

- The Coordinators met last week
- The Coordinator read a list of goals
- Current County Coordinators were recognized
- Attended the state coordinators meeting recently in Southington
- Examining depth of services for long term sustainability of County Coordinator system
- To access the County Coordinators make sure requests are placed through TN.
- No self activation and no oversight of dispatch by the CC will be allowed
- Updating and tuning the EPLAN for TN- Will be provided to each department when complete
- Task Force, Strike Team and Special services compositions being considered.
- Forward all suggestions to Jack Turner.

Equipment and Grounds: There are a lot of small maintenance things being fixed.

Personnel:

- The Committee is implementing the NEW Management Plan consisting of appointments of two new positions, Executive Director and Director of Operations to be followed by comprehensive new work schedule at TN for Telecommunicators.
- They are looking for a part and full time dispatcher.

Finance Committee Report: No report

Radio Committee: No report

TWCAA: No report

CL&P Task Force: See attached report

- No incidents
- Eric Krueger new Tolland area manager for CL&P
- Chuck Fonteneau, New central district manager for CL&P

The president made a new committee at the last board meeting; the Strategic Planning Committee. This committee met tonight.

New Members: New Chief of Board Brook introduced himself, Tom Arcari, Welcome

Old Business: none

New Business: none

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Good and Welfare: none

New Equipment:

- Ellington will have a new UTV- 6 wheel Polaris EMS/ Tank and pump equipped
- North Coventry is getting a new rescue in the next 270 days.
- Stafford is getting a new ambulance in service immediately.

Next meeting is in Bolton. The president will ask if we can eat prior to the meeting. We will try to make this a practice at all County Meetings.

A. Moore made a motion to adjourn at 20:17 seconded by C. Roberts.

Respectfully submitted,

Donna Jellen, Recording Secretary

Revised and extended for approval;

Christopher Hammick

Secretary
TCMAFS

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Date of Meeting 3/21/2013

LOCATION: N. Coventry Staff

CHIEF OF ORGANIZATION ATTENDANCE

(This attendance list is ONLY for Chiefs of service with voting rights or their authorized representatives voting on their behalf)

(Print or sign legibly)

05- COLUMBIA FD

[Signature]

07- MANSFIELD FD

08- SO.COVENTRY FD

10- HEBRON FD

DANIEL J PLEZOS

11- NO.COVENTRY FD

[Signature]

13- WILLINGTON NO.1

[Signature]

15- ANDOVER FD

[Signature]

20- ASHFORD FD

34- BOLTON FD

[Signature]

38- WAREHOUSE POINT FD

39- BROAD BROOK FD

Tom Accardi

40- TOLLAND FD

41- VERNON FD

Willie Call

42- CRYSTAL LAKE FD

43- ELLINGTON FD

MIKE WALKER

44- WEST STAFFORD FD

BILL MORRISON

45- STAFFORDVILLE FD

[Signature]

(More on Back)

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Fax - 860-872-0382

46- SOMERS FD

[Signature]

49- WILLINGTON HILL FD

72- UNION FD

[Signature]

EAST WINDSOR AMBULANCE

ELLINGTON AMBULANCE

[Signature]

STAFFORD AMBULANCE

[Signature]

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COUNTY MEETING ATTENDANCE

(Note: This sheet is for guests and non voting members. Municipal rep or alternate please sign the Municipal Rep Attendance sheet, Chief of Service or person voting on their behalf; please sign the Chief of Service Attendance Sheet)

Date: 3/21/2013

MEETING LOCATION: N. Coventry Sub 11

<u>NAME</u>	<u>DEPT</u>	<u>RANK</u>
<u>Shawn Couell</u>	<u>Andover</u>	<u>D. Chief</u>
<u>GARY FELDMAN</u>	<u>ELLINGTON</u>	<u>ASST CHIEF</u>
<u>David Bailey</u>	<u>OEMS/DPIT</u>	<u>Coordinator</u>
<u>Mark Morrison</u>	<u>West Stafford</u>	<u>FF</u>
<u>Richard Cooper</u>	<u>WCFD</u>	<u>PAST CHIEF</u>
<u>RW Breault</u>	<u>WCFD and CUFA</u>	<u>PAST CHIEF</u>
<u>William Call</u>	<u>Vernon</u>	<u>CHIEF</u>
<u>Steve Epler</u>	<u>Vernon</u>	<u>Asst Chief</u>
<u>DAN PHARO</u>	<u>HESSIZON</u>	<u>ASST CHIEF</u>
<u>William A Gordon</u>	<u>Mansfield FD</u>	<u>Deputy Chief/operations</u>
<u>Raymond E BERGLER</u>	<u>TOLLAND COUNTY DEPT</u>	<u>PAST CHIEF</u>
<u>George Thompson Jr</u>	<u>MANSFIELD</u>	<u>F.F. EMT</u>
<u>George M. Thompson III</u>	<u>Town of Mansfield</u>	<u>F.F./EMT</u>
<u>Chris Hammer</u>	<u>Vernon FD</u>	<u>EMTS Secy</u>

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Report Date:	31-Mar-13
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First Niagara - Municipal Operating Fund 8317			Operating Funds
1-Mar-13	Balance	\$ 84,024.84	Small Bus. Checking
	Debits	\$ (13,026.72)	
	Deposits	\$ 19,073.20	
	Interest	\$ 2.13	0.03 APYE
31-Mar-13	Balance	\$ 90,073.45	

First Niagara - State Operating Fund 6052			Operating Funds
1-Mar-13	Balance	\$ 33,932.00	Non Profit Now Checking
	Debits	\$ (259,172.40)	
	Deposits	\$ 286,690.79	
	Interest	\$ -	0.000 APYE
31-Mar-13	Balance	\$ 61,450.39	

First Niagara - Money Mkt. Savings 9270			Obligations & Encumbered Funds
1-Mar-13	Balance	\$ 20,370.85	Prem. Bus. Money Mkt. Savings
	Debits	\$ -	w/ Overdraft Protection for 8317
	Deposits	\$ -	
	Interest	\$ 0.49	0.03 APYE
31-Mar-13	Balance	\$ 20,371.34	

First Niagara - Prem. Bus, Money Mkt. Savings 5929			Obligations & Encumbered Funds
1-Mar-13	Balance	\$ 399,565.53	Premium Bus. Money Mkt. Savings
	Debits	\$ (150,000.00)	from 8317
	Deposits	\$ -	
	Interest	\$ 58.31	0.25 APYE
31-Mar-13	Balance	\$ 249,623.84	

First Niagara - Prem. Bus, Money Mkt. Savings 6409			State Funds Money Mkt.
1-Mar-13	Balance	\$ 30,048.01	Premium Bus. Money Mkt. Savings
	Debits	\$ -	from 6052
	Deposits	\$ 170,000.00	w/ Overdraft Protection for 6052
	Interest	\$ 8.80	0.09 APYE
31-Mar-13	Balance	\$ 200,056.81	

First Niagara - Support Svcs. 6060			Support Services Funds
1-Mar-13	Balance	\$ 10,013.65	Comm. Money Mkt. Savings
	Debits	\$ -	
	Deposits	\$ -	
	Interest	\$ 0.24	0.03 APYE
31-Mar-13	Balance	\$ 10,013.89	

First Niagara - Firehouse Prgm. 6391			Firehouse Interface
1-Mar-13	Balance	\$ 8,446.71	non-profit checking
	Debits	\$ -	
	Deposits	\$ -	
	Interest	\$ -	0.00 APYE
31-Mar-13	Balance	\$ 8,446.71	

New Financial Format Report March 1, 2012

Rockville Bank - 9177 (TF)

Funds from Tower Fund

1-Mar-13	Balance	\$	26,305.34	Checking
	Debits	\$	-	
	Deposits	\$	2,834.50	
	Interest	\$	1.22	0.05 APYE
31-Mar-13	Balance	\$	29,141.06	

Rockville Bank - 8616 (TF)

Funds from Tower Fund

1-Mar-13	Balance	\$	261,203.46	Sig. Money Mkt. Started 1-3-11
	Debits	\$	-	from 9177
	Deposits	\$	-	
	Interest	\$	44.37	0.20 APYE
31-Mar-13	Balance	\$	261,247.83	

Rockville Bank - 5870 SS

Support Services Funds

1-Mar-13	Balance	\$	1,783.39	Checking
	Debits	\$	-	
	Deposits	\$	-	
	Interest	\$	0.08	0.05 APYE
31-Mar-13	Balance	\$	1,783.47	

Savings Institute Bank & Trust

Obligations & Encumbered Funds

1-Mar-13	Balance	\$	151,157.28	Money Market w/ checking
	Debits	\$	-	
	Deposits	\$	75,000.00	
	Interest	\$	32.94	0.25 APYE
31-Mar-13	Balance	\$	226,190.22	

Summary of Account Balances

31-Mar-13 For BOD April 2013

FN 8317	Municipal Operating Fund	\$	90,073.45	checking
FN 6052	State Operating Fund	\$	61,450.39	checking
FN 9270	Obligations & Encumbered Funds	\$	20,371.34	MM savings
FN 5929	Obligations & Encumbered Funds	\$	249,623.84	MM savings
FN 6060	Support Services	\$	10,013.89	MM savings
FN 6391	Firehouse Checking Acct.	\$	8,446.71	checking
FN 6409	State Funds Money Mkt.	\$	200,056.81	MM savings
	FN Total	\$	640,036.43	
RB 9177	Tower Funds	\$	29,141.06	checking
RB 8616	Tower Funds	\$	261,247.83	MM savings
RB 5870	Support Services	\$	1,783.47	checking
	RB Total	\$	292,172.36	
SIB&T 1841	Obligations & Encumbered Funds	\$	226,190.22	MM savings
	SIB&T Total	\$	226,190.22	

Total all accounts, all banks: \$ 1,158,399.01

Corporate Financial Obligations			Date:	10-Apr-13
Accrued Employee Liability	4-Mar-13	\$	64,070.96	Listed @ 100% obligation.
Accrued Liability - Retirement	30-Jun-11	\$	92,401.00	Listed @ 100% obligation. Built into operating budget.
Loan Balance	18-Mar-13	\$	266,003.95	Listed @ 100% obligation. Built into operating budget.
Total:		\$	422,475.91	
Encumbered Operating Expenses				
Operating Reserve Fund	2 months	\$	230,000.00	est. \$115,000.00 per month avg.
Vehicle Replacement		\$	24,000.00	\$6,000.00 added annually, 2012-13 added 7-1-12
* Emergency Event Fund		\$	10,000.00	
Total:		\$	264,000.00	
Encumbered Project Expenses		Authorized		
VHF Paging 153.125	5 units - 3 complete	\$	24,500.00	Placed on hold - Dec. 7, 2011
Board Rm Training center		\$	5,800.00	Authorized June 2012 In Progress
Hebron Radio Up-grade		\$	50,000.00	Authorized July 2012 In Progress
Bald Hill Lo Band		\$	27,000.00	Authorized Nov. 2012 In Progress
EW 153.125		\$	5,000.00	Authorized Nov. 2012 pending
Total:		\$	112,300.00	
Encumbered Project Expenses		Pending		
<i>Estimated full project costs.</i>				
Dispatch Console Upgrade		\$	275,000.00	
Dispatch Furniture & Floor Replacement		\$	70,000.00	Committee moving forward
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:		\$	430,000.00	
Sum of all obligations and encumbered expenses:		Total:	\$ 1,228,775.91	

Capital Improvements OSET Report									
Active Projects									
Project Description	TN Project #	Est. full cost	Est. Reimbursement	Date of request	OSET Approval date	final papers sent for payment to OSET	payment received - check #	STATUS	
Client computer upgrades (3) & New World upgrade		\$ 13,361.94	\$ 3,680.97	3-Apr-12		5-Sep-12	NW reimbursement of \$3,000.00 Ck #13943825 10-17-12 2nd check rec'd 1-8-13 3680.97. ck. #14003295	CLOSED	Used single source for NW & State contract for equipment
Board Room - Training Station		\$ 5,713.10	\$ 2,856.55	3-Aug-12	10-Oct-12			OPEN	Project not complete 11-13-12
Plotter		\$ 5,768.25	\$ 2,884.12	5-Sep-12	10-Oct-12	13-Nov-12		OPEN	pending payment
Bald Hill Lo Band radio replacements	12-10-013-0	\$ 12,665.40	\$ 6,332.70	10-Dec-12	21-Feb-13			OPEN	In progress
Bald Hill Lo Band radio replacements 33.78		\$ 14,788.60	\$ 7,394.30	10-Dec-12	21-Feb-13			OPEN	In progress
Hebron Radio Up-grades		\$ 50,831.60	\$ 25,415.80	13-Dec-12	21-Feb-13			OPEN	In progress
Bald Hill Roof Project		\$ 6,400.00	\$ 3,200.00	5-Nov-12	21-Feb-13	20-Mar-13		OPEN	Economy Home Improvement - complete
East Windsor / BBFD 163.125				pending submission					
Dispatch Furniture/Floor and associated equipment/work				pending submission					

Reimbursements - State of Connecticut									
Training Funds 2012-13									
Amount	Activity	Funds Available	Date Submitted	Date Paid	Amount Paid	Check #	Status		
#1. \$ 1,919.46	APCO Int. - Thompson		25-Sep-12	8-Jan-13	1919.46	14003295	CLOSED		
#2 \$ 3,875.74	COMT July 16-20,2012		27-Sep-12	1-10-13 2-11-13 2-23-13		14005346 14030022 14038273	CLOSED		
#3 \$ 433.21	COMT Oct. 9, 2012		15-Oct-12	31-Jan-13	\$ 433.21	14021630	CLOSED		
#4 \$ 857.51	Atlantic -APCO Stamford Oct. 2, 2012		23-Nov-12	23-Feb-13	\$ 857.51	14038273	CLOSED		
#5 \$ 460.00	APCO dues		23-Nov-12	23-Feb-13	\$ 460.00	14038273	CLOSED		
#6 \$ 144.72	COMT - Thompson 1-30-13		19-Feb-13				OPEN		
#7 \$ 50.00	Mecca - PIO for the PSAP		In progress				OPEN		
#8 \$ 194.72	New World - Stuart		In Progress						
	Balance pending payment by OSET.			6-Apr-13					
\$ 7,740.64	Total requested for the Fiscal Year								
Reimbursements - FEMA									
Amount	Activity	Date Submitted	Date Paid	Amount Paid	Check #	Status			
#1 \$ 4,355.36	Storm Sandy DR4087	30-Jan-12	29-Mar-13	\$ 3,266.52	14064210	CLOSED			



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Date: 3/21/2013

MEETING LOCATION: N. Coventry St #11

MUNICIPAL REPRESENTATIVES ATTENDANCE

(Print or sign legibly)

COLUMBIA

Mike Gerglen

MANSFIELD

COVENTRY

HEBRON

Fred Spens

WILLINGTON

ANDOVER

Art Dony

ASHFORD

BOLTON

EAST WINDSOR

McBarnett

TOLLAND

VERNON

C. W. Pennick

ELLINGTON

John W. Turner

STAFFORD

W. J. Moran

SOMERS

UNION

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Activity Report:

J. Turner & T. Millix attended the Statewide Coordinator's meeting in Southington, CT.
Advisory for a large fire in Columbia
Advisory for potential EMS move up At UCONN 2-2-13
Advisory for a significant snow event Feb. 2, 3, &4, 2013 (To Chiefs)
Tolland County Coordinators Meeting 3-12-13

Divers: Recovery 2-4-13 Station 8 Ice sled

Goals:

To establish an open line of communications with the fire departments and administration.
To develop a coordinator staff that will balance experienced members with freshmen coordinators and that will encourage professional development as a coordinator.
To provide a coordinator staff that will provide depth for extended incidents.
To clearly articulate to the membership the type and level of services available from the coordinators and how to access those services.
To provide a long term sustainability for the coordinator program.

Coordinators: see list

Services provided by the Coordinator Plan:

Assistance with Search and rescue events
Assistance with Dive Team rescue and recovery operations
Incident coordination:
Incident Liaison, Safety, and Communications

How to Access the Coordinators:

Requests to be made thru TN
State specifically what type of assistance or equipment you think you need.
Provide the contact person (IC) and their location.

Note: Coordinator response will be coordinated to provide staffing to meet your request.

The Coordinators will not interject themselves into an incident without being invited by the IC. This includes local, state and out of state events. No request, no response. Coordinators will not oversee dispatchers on duty.

It is likely that any significant event around the county will involve a department that a coordinator is a member of. I would expect that if they see something going very wrong that they may make some suggestions.

Organization Responsibilities:

Develop and utilize a robust municipal mutual aid plan that reflects the needs of the community's occupancy, water supply, special hazards, etc.

Use and practice the mutual aid plan.

Get to know your mutual aid officers and the mutual aid equipment. Know your resources, being from your local area they will know your needs as well.

The coordinator staff is reviewing and up-dating the EOP. They may be in contact with you as to your present assignments or any changes you may wish to make. Copies will be provide to all member agencies when completed.

The Coordinator staff is working with the Dive team to reestablish a working relationship and operational guidelines.

Upcoming Events:

Possible TF drill

Statewide drill (Fall)