



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 May 8, 2013

Officers and Directors present: President D. Eaton, Vice President W. Fletcher, Secretary C. Hammick, Dir .D. Dagon, Dir. J. Fisher, Dir. J. Barton, 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 19:02

Correspondence: We received a thank you card from the family of Tom Fitzgerald for the flowers that were sent.

J. Barton made a motion to accept the Secretary's report as written, seconded by W. Fletcher. Unanimously approved

Finance Director's Report: See attached report

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

Executive Director's Report: See attached report

Operations Director's Report: See attached report

W. Fletcher made a motion to seek proposals between Finance and Personnel Committees for an EAP program, seconded by C. Jordan. Unanimously approved

Sample SOG's were sent out for everyone to read before the meeting for quality assurance in the dispatch center.

Finance Committee Report: See attached report

W. Fletcher made a motion to go into executive session 20:25 inviting J. Turner to stay, seconded by C. Hammick.

Out of executive session at 20:59

Personnel:

C Hammick made a motion to reimburse D. Jellen at a rate of \$15.00 per hour for time invested in the web page. The hours will be determined after an agreement with the personnel committee. Seconded by C. Jordan

Equipment and Grounds:

- Town of Tolland will be doing work out front on the road
- J. Turner has been painting
- Chips at the tower sight are almost finished spreading
- We had problems with our sewer pipe
- Five pine trees on the property will have to come out
- The main circulator pump broke on the heating system and had to be repaired

Radio Committee: See attached report

County Coordinator:

- There have been no activations
- Dive trailer is being worked on

J. Fisher made a motion to adjourn at 21:31, seconded.

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Respectfully,
Jellen, Recording Secretary

Donna

Revised and extended for approval,

Christopher Hammick
Secretary
TCMAFS

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Fax – 860-872-0382



BOARD OF DIRECTORS

Attendance Roster

2013

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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <i>Excused</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 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 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 2014

MEETING DATE 5/8/2013

Rev 1/2013

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Executive Director's Report Operations Director's Report 05-08-13

Executive Directors Report

Region III PSIC Communications Vehicle/ Training

Aside of the ESF-2 Chairs Meeting with the Deputy Commissioner, we have nothing new to report. All indications from the Region III folks are that the truck will be assigned to TN. Once there is confirmation I will advise the Board.

Regional Center Updates

There is significant discussion about the KX RFP as well as a total restructuring of the Board at WW. It appears the Town of Windham will be the controlling authority over WW with representation from each department on the Board.

Hebron

The new radio has been installed and we are in the process of testing. All indications are that the system is performing as expected if not better. Testing will continue to attempt to identify weak areas in the Town. We held another training class for the Officers of the department with another one scheduled on May 13. We will also be arranging a presentation by the County Coordinators. We anticipate one additional presentation for the entire department prior to the cutover to TN. The run cards are generally finalized, and we will be having a meeting to clarify a few issues.

CMED Directors Group

No report, other than the group is still working on a statewide disaster response plan.

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911 Commission / Kimball Report

No updates since last month. OSET has not released any new information on the development of the method / procedure to open the issue of PSAP consolidation to the public for comment. I began watching HB 6334 which appears dead as it was not taken up by Appropriations. This Bill would provide funding for a more "in depth" study of the implementation of the plan to reduce the number of PSAP's in Connecticut. It still may be funded outside of the legislative process so it bears watching.

Dispatch Furniture RFP

We have finalized the costs for the new furniture and are near the end of the process of pricing the ancillary items as discussed. Once the final pricing is obtained, a complete request will be developed and submitted to OSET for the approval of the project. Once we get the approval to move forward we can begin the procurement process.

QA / SOG Development and Review

At the end of both reports Scott and I will discuss in detail the QA program as well as the development and implementation of the new SOG's for the Staff.

Operations Director's Report

Monthly Activity Statistics

We received 2558 911 calls for the month resulting in 1385 actual dispatches. See attached report.

Employee / Training

Bob Hatch has been transitioned into a full time position. He is a long time employee who has been filling several holes in the schedule recently. Mark Morrison started his training on April 16, and has had 68 hours of training since. Mark also went to 40 hours of Powerphone training in Manchester last week. He is now EMD certified. Mark will be on a previously planned vacation until the 18th of this month. My goal is to have his training complete by June 1st. Alex Moore also started training on April 16, and he has 60 hours of training since. Alex also went to the 40 hours of Powerphone training and is EMD certified. My goal for Alex is to have his training complete in the next two weeks. John Meigel started training on April 22nd and has 26 hours of training complete. He also went to the 40 hours of Powerphone training and is EMD certified. I do not have a goal set for John at this time to complete training; I feel it is too early in the process.

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Schedule

We will be going to the new schedule on June 3rd. This will have the midnight shift on a rotating 3 on 3 off shift. This schedule and the new employees should stabilize the amount of overtime we have had.

IT topics / Report from Systems Administrator

The alarm computer has been updated with the latest version of software. A problem was found this month when an alarm was received on the screen but was sent into to a pending file. This update should not allow that to happen again. The pending alarms file does not alert the dispatchers to a call. Below are action items as reported by the IT Systems Administrator:

- Coordinated between the Firehouse Software representative, our IT support person at Fandotech, and the IT person at the Town of Mansfield in an effort to get the interface working. As of today, we believe the interface is up and running.
- Created new dispatcher profiles in the CAD for the new employees.
- Created detailed computer hardware inventory in order to determine equipment needed to remote client machines into the back room.
- Installed Windows 7 operating system and the CAD program on two computers for set them up training purposes.
- Provided detailed response time reports for the Town of Coventry (with more to come).
- Attended the annual New World Conference. We are currently running CAD version 9. Version 10 is already out but only has very slight operating improvements for us. Version 11 will be released at the end of the calendar year 2013 and it is anticipated there will be software licensing and installation costs incurred in upgrading.
- Made minor mapping corrections.
- Worked with a VOIP vendor to ensure that their addressing is correct.
- Verified that cell phone paging is going out in a timely manner.
- Entered some minor and major run card changes.

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- Continue to work with ESRI (mapping software company) to license the software onto a different computer.
- As always, continue to program new alpha pagers and re-program some old ones as well as make cell phone paging changes and officer line-up changes.

Drug / Alcohol Program

In conjunction with the implementation with the new SOG's and QA program, the D/A program will also be introduced. Both Directors feel that even a basic EAP program should be part of the operation for a myriad of reasons. A recent class that was attended revealed an alarming susceptibility of 911 dispatchers, EMS workers, and firefighters to suffer from depression and suicidal tendencies far above the national average than those not in these types of careers. We need to provide an outlet for our employees during times of increased stress that is both internal and external to the organization.

Concerns / Complaints

No concerns or complaint for the period, or unresolved issues.

Radio /Alpha Paging Issues

Tolland is reporting a delay in commercial alpha paging; Stuart is checking the system and log files.

The CTS unit has been performing maintenance on the microwave system throughout the state. We utilize the backup paging system during these times. The only problem we have is duplicate pages being sent when the system comes back on line. There maintenance has been completed for now.

33.48 radio was intermittently receiving; Tactical was on site yesterday and discovered a bad system regulator. The receiver has been disconnected and they will obtain a new regulator.

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Call For Service By Call Type Report

Print Date/Time: 05/07/2013 09:22

Login ID: scobb

Layer: All

Areas: All

From Date: 04/01/2013 00:00(Continuous)

To Date: 04/30/2013 23:59

Agency Type: Police, Fire, EMS

CALL FOR SERVICE TYPE	CALLS FOR SERVICE	PERCENT OF TOTAL
<New Calls>	5	0.36
ALS	486	35.09
Appliance Fire	5	0.36
BLS	469	33.86
Brush Fire	33	2.38
Chimney Fire	14	1.01
CO No Symptoms	11	0.79
CO With Symptoms	1	0.07
Dumpster/Debris Fire	4	0.29
Fire Alarm	42	3.03
Fuel Spill	1	0.07
Hazardous Materials	2	0.14
Lift Assist	55	3.97
Natural Gas/Propane Leak	3	0.22
Officer Call	53	3.83
Outside Fire	18	1.3
Search and Rescue	3	0.22
Service Call	14	1.01
Smoke Detector Activation	2	0.14
Smoke In Building	4	0.29
Smoke/Odor Investigation	17	1.23
Standby	22	1.59
Structure Fire	12	0.87
Tree/Wires Down	8	0.58
Unknown Type Fire	2	0.14
Vehicle Accident	85	6.14

Call For Service By Call Type Report

Print Date/Time: 05/07/2013 09:22

Login ID: scobb

Layer: All

Areas: All

From Date: 04/01/2013 00:00(Continuous)

To Date: 04/30/2013 23:59

Agency Type: Police, Fire, EMS

CALL FOR SERVICE TYPE	CALLS FOR SERVICE	PERCENT OF TOTAL
Vehicle Accident W/O Injuries	1	0.07
Vehicle Accident/HeadOn	2	0.14
Vehicle Fire	10	0.72
Wires Burning/Arcing	1	0.07
Total Calls For Service:	1385	

Report Date: 30-Apr-13

First Niagara - Municipal Operating Fund 8317			Operating Funds
1-Apr-13	Balance	\$ 90,073.45	Small Bus. Checking
	Debits	\$ (35,888.66)	
	Deposits	\$ 6,436.39	
	Interest	\$ 2.03	0.03 APYE
30-Apr-13	Balance	\$ 60,623.21	

First Niagara - State Operating Fund 6052			Operating Funds
1-Apr-13	Balance	\$ 61,450.39	Non Profit Now Checking
	Debits	\$ (98,392.36)	
	Deposits	\$ 106,089.64	
	Interest	\$ -	0.000 APYE
30-Apr-13	Balance	\$ 69,147.67	

First Niagara - Money Mkt. Savings 9270			Obligations & Encumbered Funds
1-Apr-13	Balance	\$ 20,371.34	Prem. Bus. Money Mkt. Savings w/ Overdraft Protection for 8317
	Debits	\$ -	
	Deposits	\$ -	
	Interest	\$ 0.54	0.03 APYE
30-Apr-13	Balance	\$ 20,371.88	

First Niagara - Prem. Bus. Money Mkt. Savings 5929			Obligations & Encumbered Funds
1-Apr-13	Balance	\$ 249,623.84	Premium Bus. Money Mkt. Savings from 8317
	Debits	\$ -	
	Deposits	\$ -	
	Interest	\$ 54.72	0.25 APYE
30-Apr-13	Balance	\$ 249,678.56	

First Niagara - Prem. Bus. Money Mkt. Savings 6409			State Funds Money Mkt.
1-Apr-13	Balance	\$ 200,056.81	Premium Bus. Money Mkt. Savings from 6052
	Debits	\$ (100,000.00)	w/ Overdraft Protection for 6052
	Deposits	\$ -	
	Interest	\$ 11.79	0.10 APYE
30-Apr-13	Balance	\$ 100,068.60	

First Niagara - Support Svcs. 6060			Support Services Funds
1-Apr-13	Balance	\$ 10,013.89	Comm. Money Mkt. Savings
	Debits	\$ -	
	Deposits	\$ -	
	Interest	\$ 0.26	0.03 APYE
30-Apr-13	Balance	\$ 10,014.15	

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

New Financial Format Report March 1, 2012

Rockville Bank - 9177 (TF)

Funds from Tower Fund

1-Apr-13	Balance	\$	29,141.06	Checking
	Debits	\$	(5,750.00)	
	Deposits	\$	5,669.00	
	Interest	\$	1.18	0.05 APYE
30-Apr-13	Balance	\$	29,061.24	

Rockville Bank - 8616 (TF)

Funds from Tower Fund

1-Apr-13	Balance	\$	261,247.83	Sig. Money Mkt. Started 1-3-11
	Debits	\$	-	from 9177
	Deposits	\$	-	
	Interest	\$	42.95	0.20 APYE
30-Apr-13	Balance	\$	261,290.78	

Rockville Bank - 5870 SS

Support Services Funds

1-Apr-13	Balance	\$	1,783.47	Checking
	Debits	\$	(575.00)	
	Deposits	\$	-	
	Interest	\$	0.06	0.05 APYE
30-Apr-13	Balance	\$	1,208.53	

Savings Institute Bank & Trust

Obligations & Encumbered Funds

31-Mar-13	Balance	\$	226,190.22	Money Market w/ checking
	Debits	\$	-	
	Deposits	\$	-	
	Interest	\$	49.58	0.05 APYE
30-Apr-13	Balance	\$	226,239.80	

Summary of Account Balances				
30-Apr-13		For BOD May 2013		
FN 8317	Municipal Operating Fund	\$	60,623.21	checking
FN 6052	State Operating Fund	\$	69,147.67	checking
FN 9270	Obligations & Encumbered Funds	\$	20,371.88	MM savings
FN 5929	Obligations & Encumbered Funds	\$	249,678.56	MM savings
FN 6060	Support Services	\$	10,014.15	MM savings
FN 6391	Firehouse Checking Acct.	\$	8,446.71	checking
FN 6409	State Funds Money Mkt.	\$	100,068.60	MM savings
	FN Total	\$	518,350.78	
RB 9177	Tower Funds	\$	29,061.24	checking
RB 8616	Tower Funds	\$	261,290.78	MM savings
RB 5870	Support Services	\$	1,208.53	checking
	RB Total	\$	291,560.55	
SIB&T 1841	Obligations & Encumbered Funds	\$	226,239.80	MM savings
	SIB&T Total	\$	226,239.80	
Total all accounts, all banks:		\$	1,036,151.13	

Corporate Financial Obligations			Date:	6-May-13
Accrued Employee Liability	7-May-13	\$	66,634.62	Listed @ 100% obligation.
Acrued Liability - Retirement	30-Jun-11	\$	92,401.00	Listed @ 100% obligation. Built into operating budget.
Loan Balance	17-Apr-13	\$	264,620.92	Listed @ 100% obligation. Built into operating budget.
Total:		\$	423,656.54	
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 Estimated full project costs.		
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: \$	1,229,956.54	

Capital Improvements OSET Report

Active Projects

Project Description	TN Project #	Est. full cost	Est. Reimbursement	Date of request	Date:	1-May-13	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					NW reimbursement of \$3,000.00 Ck #13943825 10-17-12 2nd check rec'd 1-8-13 3680.97. ck. #14003295	CLOSED
Board Room - Training Station		\$ 5,713.10	\$ 2,856.55	3-Aug-12			10-Oct-12	21-Apr-13		OPEN
Plotter		\$ 5,768.25	\$ 2,884.12	5-Sep-12			10-Oct-12	13-Nov-12	4-23-13 Ck. # 14080184	CLOSED
Bald Hill Lo Band radio replacements	12-10-013-0	\$ 12,665.40	\$ 6,332.70	10-Dec-12			21-Feb-13			OPEN
Bald Hill Lo Band radio replacements 33.78		\$ 14,788.60	\$ 7,394.30	10-Dec-12			21-Feb-13			OPEN
Hebron Radio Up-grades		\$ 50,831.60	\$ 25,415.80	13-Dec-12			21-Feb-13			OPEN
Bald Hill Roof Project		\$ 6,400.00	\$ 3,200.00	5-Nov-12			21-Feb-13	20-Mar-13		OPEN
East Windsor / BBFD 153.125				pending submission						
Dispatch Furniture/Floor and associated equipment/work				pending submission						
<i>Final submitted to OSET, Amount pending for reimbursement: March 11, 2013</i>			\$ 6,056.55							
<i>Request submitted and pending approval of project.</i>			\$ -							

Used single source for NV contract for equipment

Project complete 4-19-

In progress

In progress

In progress

Economy Home Improver complete

