



# 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](http://www.tollandcounty911.org)



## Board of Directors Meeting Minutes June 12, 2013

**Officers and Directors present:** President D. Eaton, Secretary C. Hammick, Treasurer M. Gergler, Dir. D. Dagon, Dir. J. Fisher, 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 19:01

**Correspondence:** None

C. Jordan made a motion to accept the Secretary's report as written, seconded by M. Gergler.  
Unanimously approved

**Finance Director's Report:** See attached report  
Savings on the phone bill discussed. State bid  
The President moved the Finance Director's report be filed.

**Executive Director's Report:** See attached report  
**Operations Director's Report:** See attached report

**Finance Committee Report:**

- There were problems with the cleaning company. J. Turner got quotes from different companies. Based on the paperwork and the interviews he conducted recommends Admiral.

C. Hammick made a motion to go with Admiral cleaning company, seconded by D. Dagon. Unanimously passed

- The Staneck tower property was discussed.

D. Dagon made a motion to further investigate the Staneck tower site and do a structural analysis of the tower, a property appraisal, property value and to also talk to our attorney and account spending up to \$2,500, seconded by C. Jordan. One opposed. The motion carried

**Personnel:**

- One of the part-time dispatchers resigned. The applications that we have will be gone over again to look for another part-time dispatcher.
- The application for employment is being revised.
- Previous business item, employee assistance program package presented for approval.

D. Dagon made a motion to contract with ESI effective July 1, 2013, seconded by C. Hammick. M. Gergler abstained

**Equipment and Grounds:**

- J. Turner attended the hearing regarding the intersection in front on the dispatch center.
- The trees will come down by the middle of July.
- The UPS did not carry over so the dispatch center went black Monday. Only 911 was working. The battery was replaced on the UPS and another battery was installed. This unit is an older unit

**Radio Committee:** See attached report

**County Coordinator:**

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- The Coordinators are still fine-tuning the EOP plan.
- The divers were activated over the weekend

**Strategic Planning Committee:** No report

**Old Business:** None

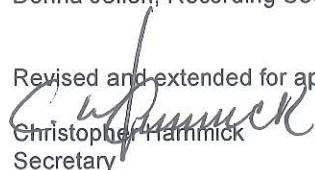
**New Business:**

- Regulatory change: The funding formula may change

C. Jordan made a motion to adjourn at 21:15, seconded by M. Gergler. Unanimously approved

Respectfully submitted,  
Donna Jellen, Recording Secretary

Revised and extended for approval

  
Christopher Hammick  
Secretary  
TCMAFS

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## 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 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 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 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. Donna 2. \_\_\_\_\_ 3. \_\_\_\_\_

\* = POSITION TO BE ELECTED 2014

MEETING DATE 6/12/2013

Rev 1/2013

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Radio Committee Report to the Board of Directors June 12, 2013

The last Committee Meeting was held June 6, 2013

Attendees:

Tyler Millix, Jack Turner, Wayne Fletcher, Bill Stanek

Mark Dittrich (Absent)

Guests Scott Haddad

Tyler reported that Hebron's new crossband radio is being left on 33.90 exclusively for now until we approach the July 1<sup>st</sup> cutover so they can do more extensive testing. So far only good reports on the coverage. He also reported that Tactical still has to install the option in that radio to allow for both UHF crossband and non crossband operations.

At the last County meeting Hebron requested a new in-vehicle frequency. We have given them a couple of options but after some discussion at our meeting we have some questions as to the need for another frequency for this purpose. I will contact Hebron for further discussion on the matter.

We have received several new FCC license modifications and renewals, copies of which have been turned over to Bill Stanek for review. He will set up a complete new file for TN to maintain once he sorts out all the details.

Tyler has received a quote from Al Koepke for the Birch Mountain radio conversion once KX removes the current 33.80/153.125 link. The estimate is around \$4,800.00. We are working on the details of the frequency requirements.

Tactical Communications still has not installed the 33.78 crossband radio at Bald Hill. It is in his shop at this time.

We still need to have the Bald Hill crossband radio currently on 33.86 reprogrammed to 33.44 now that Tolland has moved their repeater from 44 to 86. Tyler will take care of coordinating this.

We are still awaiting paperwork from Tactical for the new 153.125 radio for East Windsor so that Jack Turner can submit the funding request to OSET. Tyler will call Tactical for this paperwork. The new radio is ready for installation and scheduled for Tuesday June 11.

Tactical still owes us a quotation for completion of the PSDN network.

Tyler and Scott are still in the process of finalizing the new dispatch furniture configuration and it should be ordered shortly. The current estimate is in the order of \$82,000.00 plus the carpeting.

We may have to have a POD delivered to temporarily store the new furniture and old furniture during the re-construction phase. Once transition is complete we should contact a used furniture company to see if our old equipment has any value to them.

Another long discussion ensued regarding the current condition of the main UPS system for the dispatch room. We are back on the issue of time to repair if the generator fails before we could get in a back up from the State. The UPS failed recently as a defective battery module was discovered which led to a series of issues in restoring all systems. Jack Turner will contact our vendor again to further discuss our options with the current system and possibly unloading some non-critical equipment from the current configuration. We may be able to install some smaller UPS' to handle the critical systems to augment the main UPS.

Our next meeting is scheduled for August 1<sup>st</sup>.

Jack Fisher, Chairman



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## **Executive Director's Report Operations Director's Report 06-11-13**

Please see the information below regarding the latest activities of the center. Within the attached PDF there are two rather large documents that we will be discussing at length at the Board Meeting due to their level of importance. (KX RFP & NPRC)

### **Executive Directors Report**

#### **Region III PSIC Communications Vehicle/ Training**

There is still no movement as of yet. Numerous inquiries were made but no one could provide any details.

#### **Regional Center Updates**

The KX RFP is public and was sent to us here at TN. I have reviewed the document and we will have significant discussion on this topic at the meeting. A decision has to be made whether we want to provide a response. **(KX RFP attached)**

#### **Hebron**

Aside of a training session scheduled near the end of the month, we are prepared for the cutover. The Orbacom has been modified for their tones and the run cards are complete. We are going to conduct additional testing as well prior to July 1.

#### **CMED Directors Group**

No report, other than the CMED's have been placed on DEMHS critical infrastructure list. Along with designating the physical location of the PSAP I asked that the remote tower sites where the radios are housed be added to the list as well.

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## 911 Commission / Kimball Report

The Notice of Proposed Regulatory Change is published and was sent to all the PSAP's in the State as well as all town CEO's. I have already had a meeting with QV to discuss the document and how we are going to respond. We will be having another meeting on Thursday with QV and LCD as we are the three largest centers in the State and we want to ensure we are all in agreement with the necessary steps moving forward. I will discuss the document in greater detail at the meeting. *(See attached NPRC)*

## Dispatch Furniture RFP

All necessary quotes are in and the request will be sent to OSET through the Finance Director. While some small ancillary items will surely come up during the process, after tabulating the quotes it appears that we will be well under the allowed funding. As previously reported, once we get the approval from OSET, I expect to move relatively quickly.

## QA / SOG Development and Review

The new programs will be effective July 1<sup>st</sup>. During the next few weeks training will be held for all staff. I would like the approval to move forward with the EAP that I previously discussed. (See attached EAP)

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## Operations Director's Report

### Monthly Activity Statistics

We received 2920 911 calls for the month resulting in 1590 actual dispatches. (See attached CFS)

### Employee / Training

Mark Morrison and Alex Moore have completed their training and are starting their probationary period. Mark has been inserted into the rotating midnight schedule, and Alex is picking up shifts as they become available. John Meigel has elected to not continue his training and has resigned.

### Schedule

New schedule was implemented June 3rd with only a few minor scheduling problems.

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## IT topics / Report from Systems Administrator

- Working with Imageworks in getting the web site fixed up.
- Provided data for all brush fires for the last 18 months to DEEP-Forestry
- Provided detailed data re: Coventry responses to Town of Coventry and CROG
- After meeting with the Hebron F.D. officers, all dispatching zones have been entered into the CAD map.
- All Hebron run cards have been completed. I am currently modifying the Andover & Columbia run cards to include Hebron for toning.
- Handling of 911 MSAG and ALI changes (Ellington, Ashford, Stafford, Somers)
- Added more location alerts into the CAD (Ellington, Columbia, Hebron)
- Updated several departments lists of officers in the CAD
- Updated street name changes with Mansfield/OSET/AT&T in coordination with Firehouse Software. The representative from Firehouse is SLOWLY working with other departments trying to get them online with the CAD to Firehouse Software interface.
- Diagnosed and replaced blown-up network switch in the basement.
- Worked with New World Systems to get backup server operating after power failure.
- Added Station 11 to all of Coventry's medical run cards.
- Disabled all warblers from the CAD. We still need to go in and delete them off the run cards.
- Investigated several instances of delayed/no pages going out.
- Prototyped a pre-plan layer allowing dispatchers to call up detailed documents for particular areas/properties
- As always, continue to update cell phone paging info
- Pending project: Somers F.D. has requested splitting up 5 of their dispatch zones into hydranted and non-hydranted areas and creating new run cards.

## Concerns / Complaints

We have received a few inquiries about the DIAL procedure with Lifestar. The procedure is focused on the information that we gather during the EMD process. It is not always easy to gather the proper information from the callers.

We have had a couple of situations where the EWPD has not been transferring the calls to us for EMD, thus making the decision on what level of care to dispatch more difficult. Tyler and I will be meeting with Deputy Chief Hart from the EWPD on Friday morning.

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## Radio /Alpha Paging Issues

We have been tracking some paging issues with Vernon and Bolton. QV was sending RS-3 out to check transmitters. In response to the letter sent last month we have been able to reduce a couple of tone sequences with a few more on the horizon. The 33.86 radio (250w) is back in service. The new 153 radio in East Windsor has been installed.

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Report Date: 31-May-13

**First Niagara - Municipal Operating Fund 8317**

## Operating Funds

1-May-13	Balance	\$	60,623.21	Small Bus. Checking
	Debits	\$	(47,667.72)	
	Deposits	\$	52,515.88	
	Interest	\$	1.75	0.03 APYE
31-May-13	Balance	\$	65,473.12	

**First Niagara - State Operating Fund 6052**

## Operating Funds

1-May-13	Balance	\$	69,147.67	Non Profit Now Checking
	Debits	\$	(81,565.16)	
	Deposits	\$	60,000.00	
	Interest	\$	-	0.000 APYE
31-May-13	Balance	\$	47,582.51	

**First Niagara - Money Mkt. Savings 9270**

## Obligations &amp; Encumbered Funds

1-May-13	Balance	\$	20,371.88	Prem. Bus. Money Mkt. Savings w/ Overdraft Protection for 8317
	Debits	\$	-	
	Deposits	\$	-	
	Interest	\$	0.52	0.03 APYE
31-May-13	Balance	\$	20,372.40	

**First Niagara - Prem. Bus, Money Mkt. Savings 5929**

## Obligations &amp; Encumbered Funds

1-May-13	Balance	\$	249,678.56	Premium Bus. Money Mkt. Savings from 8317
	Debits	\$	(50,000.00)	
	Deposits	\$	-	
	Interest	\$	47.88	0.25 APYE
31-May-13	Balance	\$	199,726.44	

**First Niagara - Prem. Bus, Money Mkt. Savings 6409**

## State Funds Money Mkt.

1-May-13	Balance	\$	100,068.60	Premium Bus. Money Mkt. Savings from 6052
	Debits	\$	(60,000.00)	w/ Overdraft Protection for 6052
	Deposits	\$	-	
	Interest	\$	5.21	0.10 APYE
31-May-13	Balance	\$	40,073.81	

**First Niagara - Support Svcs. 6060**

## Support Services Funds

1-May-13	Balance	\$	10,014.15	Comm. Money Mkt. Savings
	Debits			
	Deposits	\$	-	
	Interest	\$	0.26	0.03 APYE
31-May-13	Balance	\$	10,014.41	

**First Niagara - Firehouse Prgm. 6391**

## Firehouse Interface

1-May-13	Balance	\$	8,446.71	non-profit checking
	Debits	\$	(1,280.00)	
	Deposits	\$	-	
	Interest	\$	-	0.00 APYE
31-May-13	Balance	\$	7,166.71	

New Financial Format Report March 1, 2012

Rockville Bank - 9177 (TF)

Funds from Tower Fund

1-May-13	Balance	\$	29,061.24	Checking
	Debits	\$	-	
	Deposits	\$	2,834.50	
	Interest	\$	1.34	0.05 APYE
31-May-13	Balance	\$	31,897.08	

Rockville Bank - 8616 (TF)

Funds from Tower Fund

1-May-13	Balance	\$	261,290.78	Sig. Money Mkt. Started 1-3-11
	Debits	\$	-	from 9177
	Deposits	\$	-	
	Interest	\$	47.25	0.20 APYE
31-May-13	Balance	\$	261,338.03	

Rockville Bank - 5870 SS

Support Services Funds

1-May-13	Balance	\$	1,208.53	Checking
	Debits	\$	-	
	Deposits	\$	-	
	Interest	\$	0.05	0.05 APYE
31-May-13	Balance	\$	1,208.58	

Savings Institute Bank & Trust

Obligations & Encumbered Funds

1-May-13	Balance	\$	226,239.80	Money Market w/ checking
	Debits	\$	-	
	Deposits	\$	-	
	Interest	\$	48.04	0.05 APYE
31-May-13	Balance	\$	226,287.84	

**Summary of Account Balances**

31-May-13 For BOD June 2013

FN 8317	Municipal Operating Fund	\$	65,473.12	checking
FN 6052	State Operating Fund	\$	47,582.51	checking
FN 9270	Obligations & Encumbered Funds	\$	20,372.40	MM savings
FN 5929	Obligations & Encumbered Funds	\$	199,726.44	MM savings
FN 6060	Support Services	\$	10,014.41	MM savings
FN 6391	Firehouse Checking Acct.	\$	7,166.71	checking
FN 6409	State Funds Money Mkt.	\$	40,073.81	MM savings
	<b>FN Total</b>	<b>\$</b>	<b>390,409.40</b>	
RB 9177	Tower Funds	\$	31,897.08	checking
RB 8616	Tower Funds	\$	261,338.03	MM savings
RB 5870	Support Services	\$	1,208.58	checking
	<b>RB Total</b>	<b>\$</b>	<b>294,443.69</b>	
SIB&T 1841	Obligations & Encumbered Funds	\$	226,287.84	MM savings
	<b>SIB&amp;T Total</b>	<b>\$</b>	<b>226,287.84</b>	
	<b>Total all accounts, all banks:</b>	<b>\$</b>	<b>911,140.93</b>	



Corporate Financial Obligations			Date:	10-Jun-13
Accrued Employee Liability	7-May-13	\$	59,377.34	Listed @ 100% obligation.
Accrued Liability - Retirement	30-Jun-11	\$	92,401.00	Listed @ 100% obligation. Built into operating budget.
Loan Balance	27-May-13	\$	263,179.67	Listed @ 100% obligation. Built into operating budget.
<b>Total:</b>		<b>\$</b>	<b>414,958.01</b>	
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	
<b>Total:</b>		<b>\$</b>	<b>264,000.00</b>	
Encumbered Project Expenses <i>Authorized</i>				
VHF Paging 153.125	5 units - 3 complete	\$	24,500.00	Placed on hold - Dec. 7, 2011
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      In Progress
Dispatch Furniture & Floor Replacement		\$	85,000.00	Pending submittal to OSET
* Birch Mt. realignment		\$	5,000.00	ASAP
* UPS repair		\$	1,500.00	ASAP
<b>Total:</b>		<b>\$</b>	<b>198,000.00</b>	
Encumbered Project Expenses <i>Pending</i> <i>Estimated full project costs.</i>				
Dispatch Console Upgrade		\$	275,000.00	
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
<b>Total:</b>		<b>\$</b>	<b>360,000.00</b>	
<b>Sum of all obligations and encumbered expenses:</b>		<b>Total: \$</b>	<b>1,236,958.01</b>	

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 1-6-13 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	21-Apr-13		OPEN	Project complete 4-19-13
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	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	6-6-13 Ck. # 14113281	CLOSED	Economy Home Improvement - complete
East Windsor / BBFD 153.125		\$ 5,500.00		pending submission					
Dispatch Furniture/Floor and associated equipment/work		\$ 70,000.00		pending submission					
Recorder Upgrade		\$ 8,242.00	\$ 4,121.00	3-Jun-13				OPEN	
<i>Final submitted to OSET, Amount pending for reimbursement: March 11, 2013</i>			\$ 2,856.55						
<i>Request submitted and pending OSET approval of project.</i>			\$ 8,242.00						
<i>Projects approved and in progress - full cost.</i>			\$ 78,285.60						
<i>Projects authorized and pending submission - full cost</i>			\$ 75,500.00						







