



# 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 13, 2012

**Officers and Directors present:** President D. Eaton, Vice President W. Fletcher, Treasurer M. Gergler, Dir. D. Dagon, Dir. J. Littell, Dir. J. Fisher, Dir. J. Barton, Finance Director J. Turner and Operations Dir. T. Millix

President D. Eaton called the meeting to order at 19:03.

**Correspondence:** None

W. Fletcher made a motion to accept the Secretary's report as written, seconded by D. Dagon. Passed unanimously

**Finance Report:** See attached report.

W. Fletcher made a motion to accept the Finance Director's report as read, seconded by M. Gergler. Passed unanimously

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

**Finance Committee Report:**

- Discussed the Firehouse Software proposal

W. Fletcher made a motion to approve the Firehouse Software proposal, seconded by J. Fisher. The departments that were interested will be notified. Passed unanimously

- The budget was discussed. A formal budget has not been made due to the negotiations with the union. The Finance Committee will work on a budget for the July meeting.
- M. Gergler discussed a records retention plan. He recommends a 10 year retention plan for some documents and life-time retention for other documents. A policy will be written.

**Personnel:**

- Have not met with the union to negotiate since the last board meeting. The next meeting will be tomorrow night.

**Equipment and Grounds:**

- New air conditioner is in dispatch room and working well.

**Radio Committee:** See attached report

**Unfinished business:** Discussed the Tolland County Mutual Aid Fire Service Organizational Chart

W. Fletcher made a motion to adopt the Tolland County Mutual Aid Fire Service Organizational Chart, seconded by J. Barton. Passed unanimously

- An operational notification policy will be written regarding how fire marshals are called from the dispatch center. This will make it standard across the board on how fire marshals are notified.

D. Dagon made a motion to adjourn at 21:04, seconded by M. Gergler.

Respectfully,  
Donna Jellen, Recording Secretary

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Reviewed and revised for approval;

Christopher Hammick  
Secretary  
TCMAFS

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## ***Board Report from Radio Committee June 13, 2012***

### **Radio for the EOC/Board Room:**

We are still waiting for J&S to install the radio control remote in the Board Room as recommend by the Storm Review Committee.

### **The Stanek Tower Site:**

As previously reported, the new QV Alpha paging radio for this site should be installed shortly. They are waiting for the new antennas to arrive.

### **QV Visit:**

Tyler is still working on a site visit date by the Radio Committee and any other Board member that wishes to attend.

### **Microwave Repair Status:**

We met with both Al Koepke and Dave Moffat regarding the Microwave repair at Bald Hill. Al has agreed, and Dave Moffat has accepted that he take over this repair and get this situation resolved as soon as possible.

### **Current Equipment Status:**

Tyler, Jack Turner and myself met with Dave Moffat ( Tactical Communications ) to discuss their providing a Maintenance Contract for all of our equipment and Tower sites. He was very receptive and will first coordinate site visits with Tyler before submitting a Contract Proposal. At this time we feel this is the best option for TN now and in the future. More to follow.

The new radios for the Coventry site are at Al Koepke's and in the process of being set up for install. We had to order one more receiver ( 33.80 ) due to and some confusion and over-site on the original order.

The UPS for the Dispatch Center is still under review. Nothing further to report on this at this time.

Our regular Radio Committee scheduled June 7, 2012 meeting was postponed and re-scheduled for Thursday, June 14<sup>th</sup>.

Respectfully:

Jack Fisher Chairman

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June 13, 2012

To: Tolland County Board Members

From: Operations Director Tyler Millix

Re: Operations Report

Below are items that have been worked on over the past few months and in some cases are in progress. Should you have any questions on any topic please feel free to email for clarification or to request more in depth information.

### ***Legislation***

Other than the passage of the 911 Surcharge Bill the only real topic of substance is the creation of a sub-committee of the 911 Commission to fully evaluate the Kimball Report. I will be attending all of these meetings as we certainly have a vested interest in any recommendations or outcomes. The funding formula for the regionals will definitely be a large topic of discussion especially since there is some movement of towns to other dispatch centers.

### ***CAD / Operations***

During the large mill fire in Somers we experienced two separate but relatively serious issues. The alpha paging through the Genex controller shut down. Also, we had intermittent connectivity with the microwave. The initial microwave issue we think can be attributed to "fading" due to the heavy rain at the time. Normally, the system will reconnect itself and stay fully operational. However, in this case, the system stayed in alarm and stayed intermittent for a long period of time. After consulting with Tactical, we decided that rebooting the system should be attempted. Once this was done the issue was rectified. Even though we lost these two systems we were still operational due to the backups in place. We faced a few challenges during the fire due to its scale and the large amounts of mutual aid and other resources being requested.

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## ***CMED Strategic Planning Committee***

Next meeting is scheduled for June . We are focusing on the development of a Statewide Communications EMS Plan including frequency coordination as well as the operational aspects

## ***Statewide Data Network***

Still waiting on the guidance on what it can be used for. (TN purposes) We do have some ideas that once the guidance and application process is finalized we will be moving forward on.

## ***Hebron***

As I previously advised, the Hebron Board of Selectman voted unanimously to have TN as their 911 PSAP and dispatch center. I have sent a sample contract to the Town Manager and also sent the necessary change forms to them from OSET. We now begin the process of moving all of their data into the CAD. We have developed an implementation plan for the fire department that we will discuss at a meeting. Along with gathering this information we plan on having a few training sessions for the Officers and the members to review the policies and procedures of the organization.

## ***State Technical Advisory Committee***

No Meetings and no report

## ***Iamresponding Project***

The Iamresponding program is operational and has been used a few times already. By all accounts the system is doing exactly what we expected it would and the Dive Team is pleased.

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## ***Dive Team Funding***

The CEO's of Region IV voted unanimously to fund the Dive Team request for equipment at the last meeting. After much discussion with the commanders and after consultation with Mark Paquette from WINCOG, we are allowed some changes as long as it doesn't increase the cost of the approved project. The Jet Ski may be dropped and more swift water equipment may be substituted in its place. Again, the amount of the request that was approved was \$32,000.

## ***Other***

- The Coventry 33.80 & 33.78 radios are in and are being installed. Aside of a few issues we fully expect to see a marked improvement in the quality of these radios. Jack and I will cover a few obstacles encountered along the way.
- We have had a few dispatching issues this past month that I will review with Dave Eaton.
- Scott and I attended the Statewide Interoperability Drill in East Hartford. This drill brought communications assets from all the New England States and we were able to tour all the trucks and discuss various topics with all the attendees. The PSIC Truck was there as well and we spent a large amount of time looking it over. Tolland County is still expected to receive one of these trucks although no formal decision has been made as of yet.
- Working with Mike Varney we were able to schedule a COM-T Class here in Tolland. This class is recommended for anyone that is involved in on-scene dispatching and for those involved with the PSIC Trucks. I hope to have a few key staff members take this class and it is reimbursable through the training fund.
- Evaluations of the Staff are complete. I will be meeting with them during the month.

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## BOARD OF DIRECTORS

### Attendance Roster

2012

### 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 type="checkbox"/>	<input checked="" 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*	CURT DOWLING Andover 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*	JOHN LITTELL Tolland 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"/>
OPERATIONS DIRECTOR	TYLER MILLIX	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

GUESTS 1. Donna 2. \_\_\_\_\_ 3. \_\_\_\_\_

\* = POSITION TO BE ELECTED 2013

MEETING DATE 6/13/2012

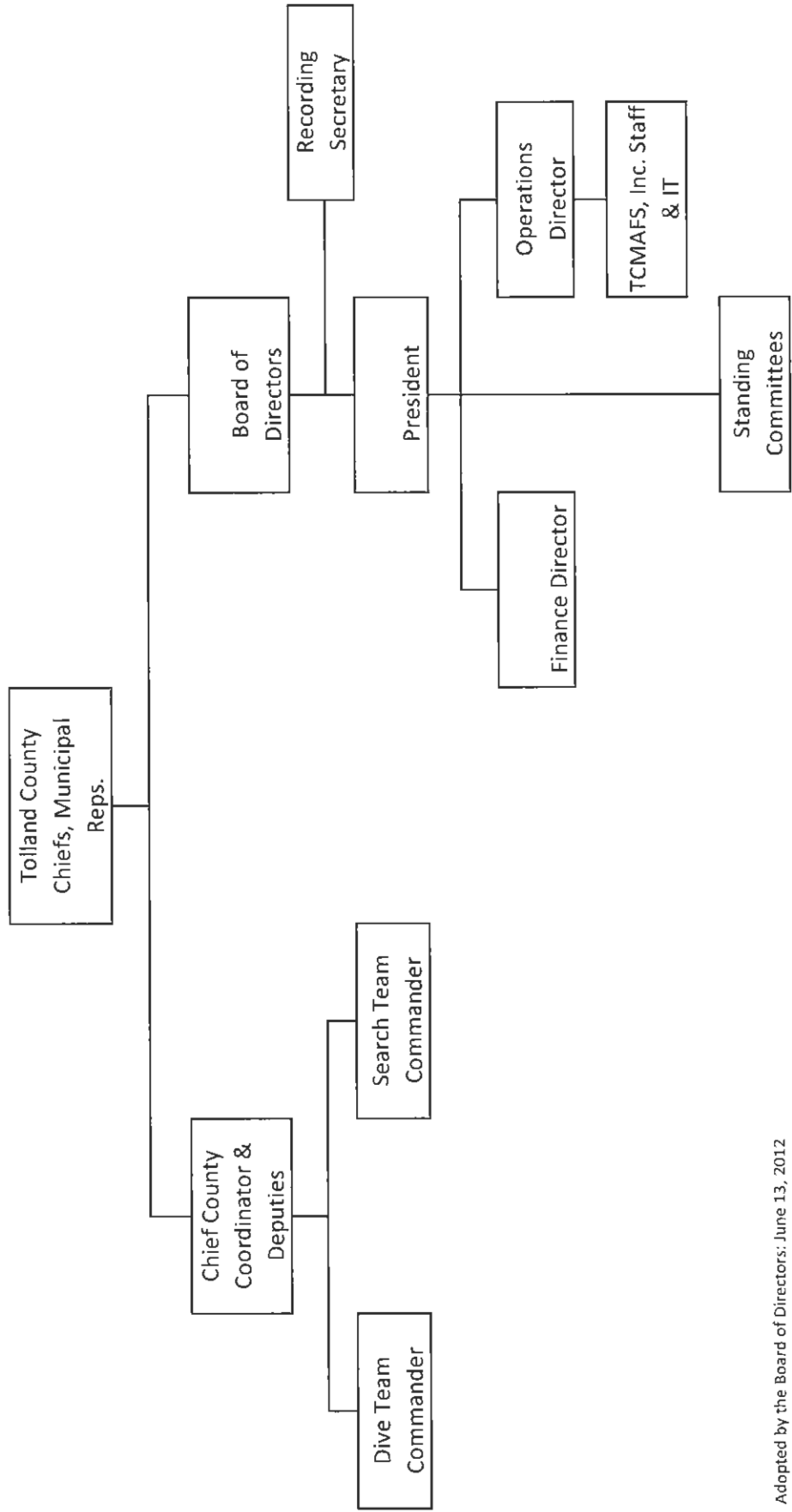
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**TOLLAND COUNTY**  
**MUTUAL AID FIRE SERVICE, INC.**  
 56 Tolland Green Tolland, Connecticut 06084  
**ORGANIZATIONAL CHART**



Adopted by the Board of Directors: June 13, 2012

File: J\WT folder\ policy