

AGENDA
Local Emergency Coordinating Committee Meeting
January 7, 2016
5:00 PM
Town Hall Conference Room B

1. Call To Order & Introductions
2. Audience Of Citizens
3. Approval Of Minutes, December 3, 2015 (E)
Documents: [MINUTES 12-3-15.PDF](#)
4. Agency Updates
5. Discussion Of Fire Truck Replacement/Refurbishments Next Steps
6. Other Business
7. Adjournment

Minutes
Local Emergency Coordinating Committee Meeting
December 3, 2015
Town Hall Conference Room B

1. The meeting was called to order at 5:00 PM.
Present: Dennis Dittrich, CVFA; Mark Kiefer, Public Works; Geoff Firth, CVFA; Bud Meyers, NCVFD; Ray Eldridge, NCVFD; Mark Palmer, Police Department; Julie Blanchard, Town Council; Andy Brodersen, Town Council; Noel Waite, Fire/EMS Administrator; John Elsesser, Town Manager; Laura Stone, Assistant to Town Manager
2. **Audience of Citizens:** none
3. **Acceptance of Minutes:** Geoff Firth moved to accept the minutes of the Local Emergency Coordinating Committee meeting from November 5, 2015. The motion was seconded by Dennis Dittrich and carried on unanimous vote.

4. **Agency Updates:**

Police Department – Mark Palmer:

- Mark is finalizing his capital budget request. He had a meeting with supervisors to develop goals and objectives for the fiscal year in line with Town Council goals.
- The recruitment process was difficult but went well. Our final candidate has a couple things to do and will be presented to John Elsesser for approval with a swearing-in planned for mid-month.
- We got our new Animal Control truck back from being fitted out. It has a cap and lift gate. We are getting the radio and lighting installed. We are really thankful because the previous vehicle was on its last legs. We will bring it up to a Council meeting if desired.
- We received first place in our size category for the annual Law Enforcement Challenge. Jeff Spadjinske put the application together and did a good job. We have been a first place winner since 2009. We received a laser measurement device.
- We had a follow up with the Superintendent on the school security report and will be meeting monthly to address issues in the report on an ongoing basis.
- There is a Stuff-a-Truck toy drive this Saturday.
- We are still looking at different dispatch options. We met with Glastonbury and also with Manchester PD who has organized a meeting with several towns on regional dispatch capabilities. We need to prepare for the future.
- We got an inquiry from the Library regarding active shooter protocols. There is a lot of information on the Homeland Security site. He referred them to that and Sgt. Opdenbrouw is an instructor and we offered his assistance.

NCVFD – Ray Eldridge/Bud Meyers:

- We had 59 calls last month.
- The new Eagle Scout sign in front of the Main station is almost done. We posted the toy drive as the first item. No lights are installed yet.
- We went to the Tolland festival of lights parade with our rescue truck.
- We had a burn drill in Glastonbury that went well. Lisa Thomas joined in - other Council members are welcome to attend future drills.

- We did turkeys for Thanksgiving for three families. John Elsesser said we still have a few families in need that don't have adopters. If you know of anyone who would like to help please contact Human Services - most of those in need are individuals or couples.
- Julie Blanchard asked if a fundraising letter was sent by the Department. Ray said yes, but we heard not everyone got it. Julie did not. Laura will provide a copy to the Council members.

CVFA – Geoff Firth/Dennis Dittrich:

- We also went to the light parade. We won best in show for truck decorating. It was a good time.
- We are having problems getting EMTs to sign up for football games and other sporting events. It is the same one or two people every time. We got a request from Christmas in the Village for fire police to direct traffic and think we have that covered.
- We had 72 calls last month - 57 were ambulance. It is still tough staffing the ambulance during the day.

Public Works – Mark Kiefer:

- We are happy to say that paving and shimming is done. Crack sealing is also done in preparation for spring chip sealing.
- We are ready for winter with a full barn of salt.
- We are working on capital budget and the second phase of Village and road work to start in the spring. We anticipate road bond work to finish at the end of the 2016 construction season.
- We are hoping for a short winter. Contractors are ready to go and we would like to beat other towns to the punch on State contract work.
- The new truck was delivered to Rose Brothers to have the body put on and we hope to get it in February. It will be a good addition to the fleet.
- We are hoping to get our injured crew leader back after six months so we will be fully staffed. The new laborer will focus on town facilities and Orchard Hills especially during daytime storms.

Administration – Laura Stone:

- Items for the January Town e-blast are due December 15th.
- The winter newsletter will be in homes mid-January.

Town Manager – John Elsesser:

- The budget manual will be out soon. We are waiting to input some figures for payroll. If you are following the State budget you know what's coming – it is not going to be a good year for new initiatives. We will have some increases no matter what we do.
- Regarding dispatch software, we are going to have to move from the status quo. Either we get TN to do what is needed or join up with another organization. That transition will have some capital impact for software at a minimum and potentially staffing. With Nextgen software we won't get video or text data. The State won't let us be a PSAP. Mark Palmer said he called Tyler a couple weeks ago for information about how many fire calls, how many EMS, how many police, etc. and he couldn't provide totals for law enforcement, only fire. Noel said if someone dials 911 from a cell phone it might be picked up by our cell tower even if they are not in our town. He wants the data so we can talk intelligently with other agencies. John said we are not seeking change - change is coming to us. Bud said he would like to be able to take a dispatch call and then transfer it to TN rather than the other way around. There is probably about a two minute delay for mutual aid. John said it should be

able to be done by the push of a button but the question is whether they will allow it. It will require lot of study.

- Road updates: The State is days away from awarding the bid to the low bidder for the Main Street Curve project. It is officially slated to start April first but it could be sooner weather permitting. A lot of the work will be rock removal off-road. They have two years to get it done but we think they will do it sooner for profitability. The first phase will be the sewer line construction on the hill, which will be replaced and removed. It will be lowered about 13 feet. WPCA has to pick up a portion of the cost from their sinking fund. We will also be extending a line to cover a few buildings on Lake Street - Welles and the professional building. They will be assessed which will cover the cost. When the bid is awarded we will be scheduling a pre-construction meeting. They asked about policing. Paul Carl is not on site every day but is available on call if needed. It will be one lane. We are also going out to reconstruct sections of Lake and Cross Streets in the spring. The plans are complete and we are getting final peer review by CRCOG. The project will include sidewalks, landscaping and period lighting from Rt. 275 to the congregational church. There will be textured sidewalks and lighting down to the Library. The remainder of the funding will get the sidewalk from the middle school driveway up to Ripley Hill.
- We got the State to do a sewer line to the garage bays at Tracy Shoddy Mill at their expense. Sewer and electrical are being worked on. We are adding a pocket park and the State is adding sidewalks to them at their expense. An electrical conduit for a street clock also being done. The State is being very cooperative. They are replacing all granite curbing at their expense and giving us the old material. It will be a transformative project but will be disruptive in the short term during construction.
- There was a workshop in Vernon on the issue of crumbling concrete foundations. It was sponsored by an attorney. Attorneys are coming to towns to ask for a lowering of the tax base. We don't think they can do that until revaluation but there might be a lowering of our tax base. The number of issues in our town is unknown.
- The Board of Education is working on their budget. If we can't support EMTs at their games we need to notify them to seek private services. We need staff for live calls not standby.

Fire/EMS – Noel Waite:

- Special events are becoming difficult to staff. The football league has requirements. He thinks the time has come to either charge for the service or decline to offer it. In order for the beaches to be open we have to hire lifeguards. If they have a game they need to hire an EMT. He thinks they should start budgeting for this. All of the organizations need to be made aware that the time has come. John will discuss it with David Petrone.
- It is hard to get people for daytime staffing. People have jobs etc. He met with a representative from a staffing company – there are two firms that do it in the range of \$23.50 per person. We are not pushing our volunteers out but are thinking of setting times around current volunteer capacity. We wouldn't do holidays. Based on this hourly rate at two people for 255 days there would be a yearly cost of \$120,000. We still have to discuss it at the Board of Fire Officers meeting to fine-tune the number of days. They can and will hire our EMTs if they want to work as staff. They can still volunteer nights and weekends. If any of our members want to do that they will hire them and take one or two to manage the process. John said that would be cheaper than the Town trying to staff up and paying fringe and workers comp costs, etc. Noel said it does not eliminate volunteers from responding to calls. We could do two paid staff with volunteers allowed and encouraged. We still need volunteers to be as active as possible. John said some of that money can come out of ambulance recovery fees. We need to get a better handle on it but we don't want to create the impression that it is a \$120,000 addition to the budget. Also lease purchases can help cover

some items though the capital budget. Ray asked if they would drive ambulances only, not the fire apparatus. Noel replied yes. They would have other duties too, i.e., janitorial, restocking ambulances etc.

- A dry hydrant was installed at the Flanders Woods condos off Willow Glen with access off Mark Lavitt's driveway. From the hydrant up to the housing project the driveway is paved. We will get plowing responsibilities clarified.
- Cell phones have been upgraded for DPW staff. PD is next. John said we now have geo-tracking in 8 trucks. We will use it for the first time this season. It will give us capabilities we haven't had before.
- We met with a vendor for the fire reporting systems. We are using two different ones now. Each department has an FDID number. They have a very good program with lots of useable reports. It gives hydrant locations, where calls are, etc. If we stay separate it is \$1188 per department. If combined for the town it would reduce our cost by about \$600 per year and we agreed this would be the way to go. He contacted the State office and dispatch center regarding the process to change for January first. It is web based so it can be used in the field or a remote location for reporting and updates. Mark Palmer noted that our Hunt system has a fire department module that also might be an option. Noel said it couldn't hurt to investigate. Mark will arrange a demo.
- We met with OEMS to start the process to transfer the ambulance PSA to the Town. We expect paperwork soon and hope to begin completing forms in January. The next few months will be very busy.
- John said the federal fire fighters grant comes out on Monday. Bud said our apparatus is too new to qualify. John said we could look at it for air packs or hoses. Noel said we could go for a compressor. Time and staffing are limited to prepare the application. We have one from last year so we could use that as a base for a new submission. Ray said we would really like to get a trailer. Geoff said that is the SAFER grant. Noel thinks that comes out in April.

5. Fire truck replacement next steps:

Noel said the question needs to be addressed to the Town Council. Geoff said that Andy Brodersen and three other Council members visited the station to see the trucks. It is going to be difficult to get financing. Bud said he would like to go to referendum to get it in with the road bond. John said the window has closed for that but there might be other options to piggyback on. The budget itself is coming up. The rescue truck was lease-purchased. That is a practical way to go but it gets criticized. This will be back on the Council Finance Committee agenda for December 14th. Bud said we will plan to attend. He said this committee should be saying that this is a safety issue. The trucks are past retirement age. John said there is definite consensus that we need water but there are also the issues of addressing the ETs. Noel said we have limited manpower during the day. We usually only get two trucks out with a capacity of two thousand gallons. If we get a tanker with two thousand then we have four thousand gallons and another ten minutes of firefighting. John said the Town of Rocky Hill reset their trucks. We cannot take that approach, to buy all new trucks and sell off the used. He is not sure we need four ETs any longer. A tanker and an ET might be better. We will talk more at Finance but we need guidance for what to put in the budget. They can always change the budget. Bud said and they have, which is why we have issues. Capital keeps getting cut and the truck keeps getting pushed off. John said at a minimum we need to get water and must start either refurbishment or replacement of one of the ETs. He thinks a used Quint still makes a lot of sense. Andy suggested coming to Finance with options.

6. Other Business:

Julie asked if everything is ok for the Christmas in the Village event. Mark Palmer replied they have their permit. He reminded them that a trail vehicle is needed for horse and buggy rides.

7. **Adjournment:**

The meeting was adjourned at 6:15 PM on a motion by Noel Waite, seconded by Geoff Firth and unanimously approved.

Respectfully submitted,

Laura Stone