

**TOWN OF WINDSOR
HEALTH AND SAFETY COMMITTEE
SPECIAL MEETING
JANUARY 30, 2017
TOWN HALL – LUDLOW ROOM**

UNAPPROVED MINUTES

1. CALL TO ORDER

Committee Chair Jill Jenkins called the meeting to order at 6:30 p.m. with Councilor Alan Simon and Councilor James Govoni present. Town Manager Peter Souza, Police Chief Don Melanson, Fire Chief Bill Lewis and Fire Administrator Paul Goldberg were also present.

2. PUBLIC COMMENT

None

3. DISCUSSION OF RADIO SYSTEM ASSESSMENT STUDY

Town Manager Souza and Fire Administrator Paul Goldberg provided a brief overview of the radio system assessment study purpose stating that the current old radio system was installed in 2003 and is nearing the end of its life cycle.

Staff introduced Mr. Jack Hart of TUSA Consulting. Mr. Hart is the lead consultant for this study. He outlined the major study components including:

- Review the existing UHF radio system for functionality and life cycle
- Assess short and long term needs along with any recommended corrections to the existing system
- Determine expected the length of service of current communications equipment
- Review and analyze how each department operates using radio communications and meet with key personnel from user departments
- Recommend how the town should operate using radio communications for the future.

The study showed that:

- Overall the present system is operating as designed but there are performance issues
- A few minor maintenance recommendations for our current system were made
- The interviews with user departments showed that the police department desires encryption capability and improved portable radio communication. Fire department would like improved coverage inside large industrial building, to have radios built to withstand the fire environment and have the ability for use of multiple channels during an emergency to ensure firefighter safety.

The three options identified were:

1. Upgrade to a UHF P25 Phase II radio system. Includes new infrastructure and new user equipment. Estimate is approximately \$3,200,00 - \$6,200,000.
2. Upgrade to a 700/800 MHz P25 Phase II three site simulcast trunked radio system. Estimate approximately \$3,000,000 - \$4,700,000.
3. Upgrade to a 700/800 MHz P25 Phase II simulcast trunked radio system. Estimate approximately \$3,000,000 - \$4,700,000. Potentially pair up with Town of Bloomfield to design and procure a common system.

Councilor Simon asked staff to explain the reason why there were so many radio users for the system and why there were upwards to 425 radios recommended to be replaced. Mr. Goldberg outlined the user groups which ranged from the 3 safety agencies to all of the public school facilities, public works vehicles as well as a number of general government departments. Staff will provide a breakdown of equipment by department.

Councilor Jenkins inquired as to why there were such a large range with each cost estimate. Mr. Hart stated there were only three primary manufacturer/vendors and two of them have significantly different system designs requiring greater amounts of hardware.

Councilor Simon asked what are the specific user issues? Chief Melanson stated that in the past 18 months the system has experienced significant interference from an outside source(s). The regional FCC office was called for assistance in identifying the source and for a period of time the police had to revert back to the conventional 1 channel radio system from our multi-frequency trunked system. The Chief also outlined poor coverage or performance when transmitting and receiving from portables in certain parts of town.

Fire Chief Lewis also stated that the Fire Department experiences radio interference from a UHF user in Massachusetts. He also noted poor portable radio service in certain parts of town as well as in some industrial / commercial structures.

Committee members asked a variety of questions regarding a regional approach as well as the so called P25 digital platform. Councilor Govoni noted the importance of different communities and agencies needing to communicate during a large scale incident or weather events.

Councilor Jenkins asked about the FCC licensing process. The consultant outlined the process which includes working with designated State frequency coordinators to identify available frequencies that will not create interference with other systems. The FCC is the agency that will license the frequencies to the town. If the frequencies are not in use with a new system within approximately one year of licensing, the license lapses.

The next step is to continue research and investigation relative to the fire chief's concerns about 'fire ground' communications and further conversations with the Town of Bloomfield and neighboring towns regarding a potential framework for joint system approach.

4. DISCUSSION OF PURCHASING REPLACEMENT FIRE DEPARTMENT SELF CONTAINED BREATHING APPARATUS EQUIPMENT

Town Manager Souza and Chief Lewis gave an overview of the request regarding the replacement of Self Contained Breathing Apparatus (SCBA) occur in FY 17 versus the fire engine replacement and to reschedule the fire engine replacement in the FY 18 – FY 2023 CIP.

New safety/equipment standards for Self Contained Breathing Apparatus (SCBA) are going into place for 2018. Staff previously applied for a Federal grant to fund the project and were not successful, therefore to meet the 2018 timeframe, we are requesting this schedule change.

Councilor Simon asked why 80 replacement units are needed. Chief Lewis stated this number is based on the number of SCBA's that are deployed on all of the department's apparatus.

Councilor Simon asked what the original cost estimate for the SCBA project was. Staff noted the CIP included an allocation of approximately \$1.4 million.

Councilor Jenkins asked what the cost estimate is to replace the fire engine. Staff stated approximately \$900,000.

MOVED by Councilor Govoni, seconded by Councilor Simon that the Health & Safety Committee recommend to the Town Council that the replacement of Fire Department Self Contained Breathing Apparatus be considered for authorization in the FY 17 versus FY 18 and that the planned replacement of Engine 10 be rescheduled in the FY 2018 to FY 2023 Capital Improvements Program.

Motion Passed 3-0-0

5. DISCUSSION OF FY 17 QUARTLERY TRAFFIC STOP DATA

Police Chief Don Melanson explained that Central Connecticut State University (CCSU) was still working on their follow-up analysis to the Windsor's traffic stop data from their May 2016 report which covered the period October 2014 to September 2015. The department has provided additional data to CCSU to better understand the stop data, including officer activity sheets related to grant funded traffic enforcement such as DUI patrols and Ticket or Click It efforts. Various WPD policies related to topics such as traffic stops, towing of vehicles, citizen complaints procedures were provided.

The committee also reviewed data for the 2nd quarter of FY 2017. Councilor Simon suggested that the quarterly report break out the demographic information differently so that stops of Hispanic persons were delineated from the White category. Chief Melanson stated in the future he would show the categories as White (non-Hispanic) and Hispanic.

6. DEMONSTRATION OF IN-CAR VIDEO SYSTEM

Police Chief Donald Melanson gave an overview of the new system stating that 13 of 15 police vehicles have had mobile video recording systems installed and that 95% of police officers have been trained on the system. The system automatically uploads and catalogs video to the department's servers.

7. STAFF REPORTS

Town Manager Souza reported that the funding request for the replacement of Self Contained Breathing Apparatus (SCBA) would likely be introduced to the full Council on February 6th.

Councilor Simon asked for an update on the Safety Complex Project. Town Manager Souza stated the property closing is expected in the next two weeks or so. The Public Building Commission has had initial discussion on the phase 1 scope of work and schedule.

Councilor Simon suggested to his fellow colleagues that perhaps the Council should review the 340 Bloomfield Avenue portion of the project and should look at the original concept of acquiring adjacent land, as this could reduce the overall project cost versus the present project approach.

8. APPROVAL OF MINUTES

a) October 26, 2016

Councilor Simon MOVED and Councilor Govoni seconded to approve the unapproved minutes of the October 26, 2016 minutes of the Health and Safety Committee as presented.

The motion passed 3-0-0

9. ADJOURMENT

Councilor Simon MOVED and Councilor Govoni seconded to adjourn the meeting at 8:55 p.m.

The motion passed 3-0-0

Respectfully submitted by,

Peter Souza, Town Manager