

**North Stonington
Center for Emergency Services
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Special Meeting Minutes of February 12, 2018

ATTENDANCE:

Committee: *Chairman Ryan Burdick, Charles Steinhart V, Paul Kowack, Bob Shabunia*

Other: *First Selectman Mike Urgo, Project Manager Michael Faenza,
Committee Secretary Kati Murphy, James Russell, Carl Johnston*

CALL TO ORDER @ 5:37 by *Chairman Burdick*

PUBLIC COMMENT

None

Jim Russell, the Town's IT Coordinator, was invited to discuss IT needs for the new building. Bob has been in discussion with Jim. The original list of IT/Phone prepared by Brian Elias was forwarded to Jim. He has been working up some prices on equipment based on that original list. The anti-virus software and wireless for Fire Company can be included under the Town's. Equipment that will be needed for each office/location was discussed. Determined was 10 computer stations, 1 in each office w/a 22" monitor, sufficient capacity, centralized, networked printer/copier, MS Office installed in all computers, software updates based on Fire/Ambulance needs, generic machine in apparatus bay and study Needs for Radio Room TBD.

One server needed, with multiple partitions of the hard drives, password protected.

Charlie asked if it made sense to make access logon specific based on individuals. Jim stated that works. Emergency Management Director's programs are mostly web based and he has his own laptop. He will need computer and phone connections in Meeting Room

Phones system integrated with computer operations and will allow access to intercom system.

Phone purchase can be done in conjunction with updates to phones at the Town Hall.

There will be a single connection in each location for phones and computers.

Single phone will be located in apparatus bay and one in hall in residential section.

Need to be sure there is sufficient bandwidth coming in.

Amount of data required for system TBD. Fiber optic connection needs to be revisited.

Michael Faenza asked if there was any requirement for standard copper phone lines. EOC potentially may need one and it was decided that one should be included.

OLD BUSINESS:

Michael informed Committee that they will need to purchase cameras and to please provide him with the mounting locations. He believes there are locations on the drawings for exterior but not interior. To stay consistent it was suggested the system the School is using could be looked into. Fixed cameras interior at front and rear entries and in the hall near the bunk rooms. PTZ for exterior locations. Sufficient storage space would be required on server for video retention of 30 days. Jim will continue his research and updating prices. Could take about 1 month to finalize and then a week or so to get the hardware, once ordered. Package needs to be put together.

Mike Urgo and Michael Faenza will follow up with USDA on purchasing this equipment.

Michael warned that window for roughing things in is rapidly closing.

Carl Johnston suggested using 2" conduit from IT to radio room for future wiring needs. Michael will investigate.

Charlie added that 2 or 3 monitors for "I Am Responding" system will be needed as well. Locations TBD.

Bob asked if floor plan markup should be done to show equipment locations. He will work with Jim on this.

Battery backup will be added in server room.

Michael Faenza requested Jim send him a ballpark figure on equipment to be added to budget.

Mike Urgo brought the chosen color scheme to show to Committee. Paint selection for rooms to be discussed at a later meeting. There is a particular paint scheme to be followed.

Preferred color for signs is all blue background if black not available for rest rooms, full bleed and white lettering.

Kate has agreed to assist with furniture selection.

Bob mentioned checking the State bid list for furniture purchase. Michael stated that Committee needs to figure out what they want for furniture then figure out how it's going to be purchased. Comment was made that Fire Company and Ambulance Association need to determine what memorabilia from the existing facilities they want to bring to the new building.

Paul cautioned that there is only a finite amount of money for FFE, which is inclusive of IT/Radio and furnishings. Mike Urgo commented that there is a onetime opportunity to get the project done correctly. Michael Faenza stated that these costs should be identified sooner rather than later and before additional purchases are made. He suggested Committee hold a meeting to discuss just FFE.

Ryan and Charlie will work together to provide a list of basic needs of each space. They can provide list to Mike Urgo for Kate's input.

Quote received from Silver Petrucelli for sound proof room divider. \$19,500 for the equipment, plus additional cost from Silver Petrucelli for design, contractor will need additional time for install. Figure could go as high as \$30k for everything. If Committee wishes to pursue Michael will need answer ASAP. Committee discussed purchasing a portable partition with FFE, if funds available. It is understood that during EOC operations the Meeting Room will be given over for that purpose.

MOTION made by Charles Steinhart V, second by Paul Kowack to not pursue the sound proof room divider in the Meeting Rom. Affirmative vote by Charles Steinhart V, Ryan Burdick, and Paul Kowack, Opposed by Bob Shabunia.

Motion passed.

The garage doors exceed the weights that were put on the drawings. Michael hasn't received any update on supports for garage doors. He will let Committee know ASAP if/when he does hear. Silver Petrucelli

has not weighed in on this. SP&A's structural department is reviewing and sent back to Kirby for their input.

Murphy beds will be floor mounted.

No new Change Orders.

NEW BUSINESS:

Charlie felt that he did not know what was going on relative to IT and was not aware that any discussion was taking place on the matter. Now that Jim has addressed Committee he feels caught up and informed.

Ryan commented that he had asked Bob to pursue IT with Jim. Also, if members have anything to add to agenda please go through him and not directly to Kati.

Paul cautioned against discussing budget until all numbers are vetted. \$300k grant is not a savings, it is part of the \$6.3m budget.

MOTION by Paul Kowack to modify 2018 meeting schedule to every Monday at 6:00 PM, second by Bob Shabunia.

All in favor, motion passed.

Carl Johnston said that if he's available he will attend meetings to provide input for wiring and cable.

MOTION to adjourn made by Ryan Burdick, second by Charles Steinhart V.

Meeting adjourned at 6:38

ONGOING TOPICS:

- Change Orders
- Energy Credits
- FFE-radio equipment
- FFE – IT throughout building – hardware/software
- Repair to Rocky Hollow Rd at location of drainage installation
- Permit for pumping oil/water separator/? Requirement for pumping DeCon tank

Ongoing Topics Completed:

- Stone and mortar colors - COMPLETE
- Door and door trim colors (other than main front/rear doors) - COMPLETE
- SP&A request for interior color schemes - COMPLETED
- Possible upgrade to flooring in meeting room - COMPLETE
- Water hookup fee waiver –COMPLETE fee waived by SCWA
- Fencing around tower – COMPLETE (CO 4B approved 12/04/17)