



## **Communications Board**

Fire and Emergency Medical Services  
Monroe County, New York

**Maggie Brooks**  
County Executive

**Tim Warth**  
Chairman

### **MONROE COUNTY FIRE/EMS COMMUNICATIONS BOARD MINUTES OF MEETING: June 21, 2012**

ATTENDANCE: B. Bartolick, P. Bietry, M. Catalano, J. Coates, M. Dobertin, S. Leuchtner,  
T. Link, J. Merklinger, D. Pfersick, L. Ruiz, D. Sansone, L. Vaughan,  
T. Warth, R. Zwaga

EXCUSED: S. Bowman, T. Czapranski, S. DeRosa, R. Verdouw

GUESTS: A. Sienkiewicz, T. Carson

The meeting was called to order by Chairman Tim Warth at 5:00 PM.

A quorum of voting members was present.

#### **APPROVAL OF MINUTES**

May meeting minutes were approved.

#### **COMMUNICATIONS**

##### **EXISTING SYSTEM STATUS/NARROWBAND – T. Warth**

##### **FUTURE TRUNKING SYSTEM COMMITTEES – T. Warth**

The Trunking Sub-Committee was created in 2011. It was further divided into 4 focus groups:

##### **Technical Focus Group**

- Identify the technical capabilities and limitations of the system.
- Identify who will be managing end-user provisioning, including programming changes and any costs associated.
- Discuss radio infrastructure impact on agencies.
- Create an acceptance path for non-Harris user equipment to be allowed on the system.
- Identify technical requirements for transition.

##### **Operational Focus Group**

- Use information from the Technical Focus Group to plan on Fire and EMS system usage and operations
  - \* Review trunking system “Best Practices” publications and studies

- NFPA 1221, TIA, NIOSH, NIST, FEMA, IAFC, IAFF, National Fire Admin.
  - \* Review our typical modes of operation
    - Hazardous vs. non-hazardous
  - \* Review how other agencies with similar systems and size operate
    - We will NOT re-invent the wheel
  - \* Formulate talk group templates for Fire and EMS
    - Input from Coordinators, Chiefs/DO's and agency technical staff
  - \* Create a list of minimum features and characteristics for radios to be used on the system.
  - \* Create an operational guideline to pass to the Educational Focus Group
    - All users from Dispatching to Coordinators to Recruits.
  - \* Create a procedure for Fire and EMS agencies to request changes to their radios
  - \* Address interoperability concerns with neighboring counties and agencies
- **Educational focus Group**
    - \* Create an information conduit from Communications Board to Agencies that exceeds our existing methods.
    - \* Create, manage and deploy an educational series addressing every aspect of the system
      - Dispatch training (ECD)
      - Fire Agency Training (Fire Bureau)
      - EMS Agency Training (EMS Bureau)
  - **Financial Focus Group**
    - \* Work with the 4<sup>th</sup> Battalion initiative
      - Reduce duplication of effort

The Technical and Operational Focus Groups have been meeting regularly to create a foundation to allow feedback and user input towards planning. Work will continue over the summer months, with more information to follow in September / October timeframes.

## **DIGITAL PAGING – R. Verdouw**

### **ECD DIRECTOR'S REPORT – J. Merklinger**

- Joe Grillo is back, IAMRESPONDING testing has begun. Will notify agencies of result. Agencies that have signed on are Barnard, Laurelton, Scottsville Amb., Spencerport, Union Hill and Ridge Road Fire District.
- CAD is progressing. Mapping issues were fixed on June 4<sup>th</sup>.
- Testing new build.
- Training slated for Jan 2013, live date May 2013.
- Tiberon was required to sign a new contract.
- Red Alert – cables were purchased by ECD and will be installed on agency computers.
- Three retirements in July:
  - John Cassin - Operations Manager

Cheryl Honsberger – Shift Supervisor  
Jim Felice – Dispatcher II

- Three Promotions in July:  
Cory Chelini – Shift Supervisor  
Deb Morrill – Shift Supervisor  
Jim Felice – P/T Fire Dispatcher

**EMS REPORT – T. Czapranski**

**FIRE BUREAU REPORT – S. DeRosa**

**FIRE ADVISORY REPORT - T. Warth**

Per Chris Fish, after looking through the legislation, the Fire EMS Communications Board is a stand-alone Board. Diana Pfersick and Al Sienkiewicz will be reviewing the by-laws regarding voting members.

**PUBLIC SAFETY DIRECTOR – S. Bowman**

**NEW BUSINESS**

Tim Warth made a motion to skip the July & August FECB meetings for the summer schedule; motion was seconded by Larry Vaughan. Motion carried.

**OLD BUSINESS**

**ROCHESTER FIRE DEPARTMENT – M. Dobertin**

**BATTALION REPORTS**

**Batt 1 -**

**Batt 2 -**

**Batt 3 -**

**Batt 4 -**

**Batt 5 -**

**ANYTHING FOR THE WELFARE OF THE BOARD**

Mike Catalano will be leaving the Board. The Board thanked him for his attendance and contributions to the discussions.

Motion to adjourn at 5:40 PM.

**The next meeting of the Fire and EMS Communications Board is scheduled for  
Thursday September 20, 2012 @ 5:00 pm in STEP Conference Room at the  
Public Safety Training Facility, 1190 Scottsville Road.**