

CENTRAL EMERGENCY DISPATCH COMMISSION  
TRUMBULL TOWN HALL  
LONG HILL CONFERENCE ROOM  
MONDAY, JANUARY 9, 2012  
5:30 P.M.

**MINUTES**

Members present: Kevin Mulligan, Chairman; Glenn Byrnes, Deputy Chief of Police; Barbara Crandall, Director TEMS; Michael DelVecchio, Director of Operations TEMS; Douglas Doyle, CEDC Commission Member/Nichols Fire District Member and Dave Bogen, CEDC Commission Member/LH Fire and District Representative.

Members absent: Brian Casey, Clerk of the Works and John Slezak, CEDC Commission Member and Alex Rauso, Fire Marshal's Office.

Others present: Dan Nelson, Chief of Staff and Paul Ruskay, Trumbull Center Fire District.

Meeting was called to order by Kevin Mulligan at 6:40 p.m.

Kevin Mulligan read the minutes from the previous meeting of November 21, 2011.

MOTION MADE by Barbara Crandall and seconded by Michael DelVecchio to accept the minutes as read. Motion carried unanimously.

3. Special Committees Report.

- Michael DelVecchio submitted a Draft of Job Descriptions for the Communications Operations Manager, Supervisor Position and Dispatch Positions. See attached.

Discussion continued.

- Glenn Byrnes submitted an Annual Dispatch Cost Estimate report reflecting costs associated with the dispatching area of the Police Department based on approximately 20,000 calls/year. See attached.

Discussion continued.

Kevin Mulligan stated that he would like Glenn Byrnes and Doug Doyle to continue to work on a proposed budget for the next meeting.

Kevin Mulligan stated that he spoke with a NexGen representative and would like them to make a presentation utilizing Firehouse software along with interfacing utilizing CAD. Kevin will submit several dates for the CEDC to choose from for this presentation.

Discussion continued.

#### 4. Read all correspondence

Kevin Mulligan submitted the following from TRDC:

- o October 17, 2011 TRDC Meeting Minutes.
- o November 21, 2011 TRDC Meeting Minutes.

See attached.

Kevin Mulligan stated that Wayne Szynt as of March 31, 2011 will no longer be Chairman of TRDC.

Paul Ruskay stated that TRDC is waiting for the Nichols Fire District to appoint a Representative before they are able to replace Wayne Szynt.

5.1 See above.

5.2 No new information on EMD Q&A.

~~Paul Ruskay that he will look into this and would be able to provide the number of calls and any action taken.~~

Discussion continued.

5.3 See above.

5.4 See above.

5.5 See above.

5.6 See above.

5.7 Status of John Slezak.

Dan Nelson entered the meeting at 6:33 p.m.

Dan Nelson stated that John Slezak will probably be replaced due to his employment schedule.

5.8 Kevin Mulligan asked if there was anyone interested in the Chairmanship of the CEDC. No responders.

5.9 Meeting dates for 2012 were reviewed.

6.0 No new business.

Dave Bogen stated that he called OCET and spoke with Kerri Thompson regarding qualifying for any regional funds. She stated the population of the Town of Trumbull was too low to qualify.

7.0 No public comment.

Kevin Mulligan stated that for the next meeting he is requesting the following:

- Glenn Byrnes and Doug Doyle will work on a budget for the proposed dispatch center.
- Everyone is to review the Draft of the Job Descriptions for the Communications Operations Manager, Supervisor Position and Dispatch Positions submitted by Michael DeVecchio.
- NexGen presentation.
- Kevin Mulligan will invite all Fire Chiefs and Police Department to the next Meeting.

---

Discussion continued.

MOTION MADE to adjourn by Barbara Crandall and seconded by Dave Bogen. Motion carried unanimously.

Meeting adjourned at 6:47 p.m.

Respectfully submitted by,

Christina L. Pereiro  
Clerk

DRAFT

Civilian Operated Central Dispatch Center for Fire , Police and Emergency Medical Services

**Communications Operations Manager:**

Manages, directs, and coordinates activities of the Towns Primary Service Answering Point; coordinates activities with other Town Emergency Services, Police, Fire Emergency Medical Services and the Towns Emergency Management Division; receives general direction from the Towns Designated Primary Service Answering Point Director or designated Chief Officer. Generate an annual budget of expenses pertaining to wages, benefits and related operating costs. Shall oversee the Training and certification of all the civilian dispatchers. Responsible for completion of the civilian dispatch payroll , sick time and vacation records. Implements and oversees an annual employee review and evaluation. The Operations Manager shall maintain a quality assurance program for the center's Emergency Dispatch protocols. Works with the Towns Human resource / Civil Service Director during the employment and termination process of civilian dispatchers.

---

**Recommended Requirements for Employment:**

**Training:**

Bachelor's Degree from an accredited college or university with major courses in communications, Public Administration, or closely related fields.

**Experience:**

Five Years of Increasingly responsible experience in Public Safety Telecommunications, including Three years of Supervisory experiences.

**Minimum Requirements:**

Any combination of experience and training that would likely provide the required knowledge and abilities to perform the duties of a Communications Operations Manager.

**Recommended License / Certifications:**

CPR Certification

First Aid / EMT / Paramedic

**Continued Recommended License / Certification**

**EMD (Emergency Medical Dispatch) Certification**

**State of Connecticut Collect Certification**

**Basic Telecommunication's Certification**

**A Recognized Middle Management Course Certification**

## Civilian Operated Central Dispatch Center for Fire, Police and EMS

### The Supervisor:

Performs as the shift supervisor / lead dispatcher for any assigned shift within the police or fire communications center. Provides supervision of subordinate personnel, to include the assignment / review of work. Prepares input to performance evaluations, receives/ dispatches routine/ emergency telephone calls/ radio communications from / to citizens, patrol units , other law enforcement, fire and rescue, or other public safety agencies. Acts as the shift supervisor in the dispatching of personnel and equipment in emergencies using established protocols. Operates a variety of communications equipment, operates an electronic phone console, receives emergency calls and provides information to the public. Prepares and maintains accurate records and logs of all radio transmissions, telephone calls and other records, files , information systems. Type's information on a computer key board to process or update information accurately. Operates the designated computer inquiry terminal to obtain information on persons and vehicles through related data base systems.

### The Dispatcher:

Uses a computer-aided dispatch system, receives emergency calls from the public requesting police, fire, medical or other emergency service requests. Determines the nature and location of the emergency; determine priorities, and dispatches police, fire, ambulance or other emergency units as necessary and in accordance with established procedures. Receive and process 911 Emergency calls, maintain contact with all units on assignment, maintain status and location of police, fire and ambulance units. Answer non-emergency calls for assistance. Enter, update and retrieve information from a variety of computer systems. Receive requests for information regarding vehicle registrations, driver records and warrants, and provides pertinent data. Monitors several public safety radio frequencies. Operates a variety of communications equipment, including radio consoles, telephone and computer systems.

Trumbull Police Department  
Annual Dispatch Cost Estimate

**Operational Expenses**

Heat	550
Electric, UI	15,000
HVAC	1,500
Water	440
Telephone	17,410
Telephone, maint	1,350
Internet	1,200
Cable TV	0
NexGen service	23,000
Motorola service	30,000
Generator	3,600
UPS, emerg power	1,500
Computer server maint	1,500
Verint audiolog	2,250
Collect fees, State of CT	2,400
DoIT, State of CT	1,000
Antenna rental, Aquarian	200
Fairfield County radio assessment fee	3,000
Maintenance, building & furniture	5,000
Maintenance, equipment & cameras	1,000
Equipment, small business machines	1,000
Equipment, technology hardware maint	2,500
Payroll	5,200
Uniforms, 9 comm off + 6 civilians	3,000
Office supplies	500
<b>Sub-total, Op Expenses</b>	<b>124,100</b>

Trumbull Police Department  
Annual Dispatch Cost Estimate

**Personnel**

Supervisor, PSAP Admin	7,900
Supervisor, Patrol, as % of duty, 24-7	35,250
FT comm officers 24-7-365	314,100
FT civilians (3)	173,050
PT dispatchers	47,200
OT comm officers	59,200
OT civilians	12,480
Longevity, comm officers	3,375
Shift differential, comm officers	6,950
College incent, comm officers	3,000
Holiday pay, comm officers	30,970
Benefits, comm officers	126,170
Benefits, civilians	69,250

---

Sub-total, Personnel 888,895

---

---

**Total 1,012,995**



**TRUMBULL REGIONAL DISPATCH CENTER, INC.**  
4 Daniels Farm Road  
Suite 340  
Trumbull, CT 06611  
(203) 459-0159 • Fax: (203) 261-1901

November 22, 2011

Mr. Kevin Mulligan  
10 Oxen Hill Road  
Trumbull, CT 06611

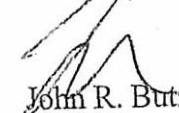
Kevin,

Enclosed please find a copy of the approved minutes for the TRDC meeting held on October 17, 2011. Please note there was no meeting in September. Also due to the high volume of calls for the last two storms, the typical monthly statistics were not available for the October meeting.

In addition I have enclosed a copy of the financial statement that was presented and approved for the fiscal period ending June 30, 2011.

Call me if you should have any questions.

Sincerely,



John R. Butz  
Director

Dist: m file  
TRDC board  
Pending file

TRUMBULL REGIONAL DISPATCH CENTER  
BOARD OF DIRECTORS MEETING  
October 17, 2011

Attending: Doug Bogen  
John Butz  
Ron Butz  
Paul Ruskay  
Wayne Szmyt  
Diane Olsen  
Absent: Chet Bond

Wayne called the meeting to order at 19:40 hours.

SECRETARY REPORT

- Doug made a motion to accept the August minutes (there was no quorum in September), seconded by Wayne. Approved

TREASURER'S REPORT

- Diane passed out the monthly report.
- Ron made a motion to accept the August and September treasurer's report, seconded by Doug. Approved.
- The Board members reviewed and signed all invoices that were paid in August and September.
- Wayne made a motion to pay the August and September bills, seconded by Paul. Approved.

OLD BUSINESS

- John increased the balance in the ACH account so we don't run so tight at the end of each month.
- John reported that the third payment from each district is due November 15th.
- John made the purchase of the TV and blue ray player for dispatch center. A new mounting bracket had to be purchased. Comtronics did the installation.
- P156 and P157 continue with their training. Both have attended EMD class and are progressing well.
- John has given Mike Rolleri everything he needs for the annual audit.
- John received confirmation that Kevin received the July TRDC minutes.
- John reviewed and discussed the time line of his and the centers involvement as it related to the new town wide mayday policy.
- There was a TERT meeting but John was unable to attend due to scheduling conflict.
- The policies, procedures and guidelines review is almost complete.
- There was a meeting scheduled with the EMS medical director but it was cancelled due to hurricane Irene. It was rescheduled and John and Ron both were able to attend as well as Barbara Crandall. Also in attendance were the two

hospital EMS coordinators Ken Kellogg (Saint Vincent's Medical Center) and Barry Barkinsky (Bridgeport Hospital). Barbara Crandall had a single copy of proposed changes to the EMD system that they (TEMS) are seeking approval for. Neither Ken nor Barry seemed familiar with how the process works to make these types of changes. John informed the TRDC board about other issues and concerns discussed at the meeting.

- John reported that Ken stated he has never received anything regarding the EMD program and/or anything about a QA program. John did his best to try to advise them everything he knew about the system, when it became mandated in the state, whose systems were accepted by the state etc... Barry asked what existed to guide and direct everyone for the system. John informed them of the existence of a statute that mandates a pre arrival system to be utilized, the need for some type of QA system in place but does not specify any details or any requirement of percentage of calls to review.
- John is still waiting to receive a copy of the TEMS operational policy which he requested in May.
- John has investigated a third position; it will cost \$19,000 to \$20,000. John stated he would change the equipment to be the rack mountable type.
- John would like to purchase a third internet PC which would cost about \$1100.00 and \$80/month for service. The service, as John suggested, would be from a different vendor than Charter. Doug made a motion to purchase PC, seconded by Paul. Approved.

---

#### NEW BUSINESS

- We received an assessment of \$292.85 for unemployment compensation loan from the federal government. ADP has processed the payment to the state and the account has been debited.
- John reported that the center had its first activation of an East zone strike team on the eve of hurricane Irene. The request was to the City of Bridgeport. From our side the process went well.
- John completed and sent out the EAP census.
- P158 has been hired and attended EMD class and continues to train.
- John completed and returned a questionnaire from Anthem.
- John received a letter from AFLAC saying they are complying with the state emergency order.
- John filled out a form from Ameriprise regarding new tax legislation.
- John discussed a request from the State Department of Labor for an unemployment hearing on a past employee.
- John passed out monthly stats.
- John made a second payment to GE for the copier and paid taxes to Town of Trumbull.
- John reported on preparations for Hurricane Irene. He had met with the Chiefs by their request on Friday evening. The game plan was discussed on dispatching of the fire service for the storm. Several alterations were made to the dispatch process including prioritization and first response areas. John created a call taking sheet. John was very pleased with the staff on duty and the operations at TRDC.

Overall everyone in the fire service worked well together. All stations were being manned.

- During the storm cable/internet services failed and were out for days. John stated he was never informed from anyone in the building that the service had been restored. He learned of the restoration about four hours after it occurred.
- John purchased food for the dispatchers on duty during the hurricane. John plans to have a dinner meeting with staff on duty for the storm to review our operations.
- John received kudos from those out in the field on how well dispatch handled the hurricane. John also received a \$50 Dunkin Donut gift card from TC as well as phone calls from Chiefs in all three districts on the smooth operations of the center.
- John created storm status documents for inclusion in the fire reports for various times of the storm.
- Due to hurricane Irene John had nothing to report on CAD.

Wayne made a motion to adjourn the meeting at 22:00, seconded by Ron.

Next meeting will be held on November 21, 2011 at Long Hill station 1

**TRUMBULL REGIONAL  
DISPATCH CENTER, INC.**

**JUNE 30, 2011**

*COPY*

# Whelan, Rolleri & DePietro, LLC

CERTIFIED PUBLIC ACCOUNTANTS  
3095 MAIN STREET  
STRATFORD, CONNECTICUT 06614

TELEPHONE (203) 377-0700  
FACSIMILE (203) 380-0149

THOMAS J. WHELAN, II, CPA  
MICHAEL J. ROLLERI, CPA  
PAUL T. DEPIETRO, JR., CPA

MEMBERS OF  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS  
CONNECTICUT SOCIETY OF  
CERTIFIED PUBLIC ACCOUNTANTS

## INDEPENDENT AUDITORS' REPORT

To the Board of Directors  
Trumbull Regional Dispatch Center, Inc.

We have audited the accompanying statement of financial position of Trumbull Regional Dispatch Center, Inc. (a nonprofit organization) as of June 30, 2011, and the related statements of activities and cash flows for the year then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Trumbull Regional Dispatch Center, Inc. as of June 30, 2011 and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

*Whelan, Rolleri & DePietro, LLC*

Whelan, Rolleri & DePietro, LLC  
October 3, 2011

TRUMBULL REGIONAL DISPATCH CENTER, INC.  
STATEMENT OF FINANCIAL POSITION  
JUNE 30, 2011

ASSETS

Current assets:		
Cash – checking	\$ 29,140	
Cash – money market	<u>82,016</u>	
Total Current Assets		\$ 111,156
Furniture, equipment and leasehold improvements	155,237	
Less: accumulated depreciation	<u>(124,833)</u>	<u>30,404</u>
Total Assets		<u>\$ 141,560</u>

LIABILITIES AND NET ASSETS

Current liabilities:		
Accrued sick time wages payable		\$ 25,978
Accounts payable		<u>12,489</u>
Total Current Liabilities		<u>38,467</u>
Net assets:		
Unrestricted:		
Operating	\$ 45,167	
Board designated	27,522	
Fixed assets	<u>30,404</u>	
Total unrestricted net assets		<u>103,093</u>
Total Liabilities and Net Assets		<u>\$ 141,560</u>

The accompanying footnotes are an integral part  
of these financial statements.

TRUMBULL REGIONAL DISPATCH CENTER, INC.  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2011

UNRESTRICTED

Public support, Revenues and Reclassifications

Support:		\$ 560,758
Funding from Trumbull Fire Districts		3,600
Funding from Town of Easton		5,124
State Reimbursement for Training		110
Miscellaneous		
Revenue:		<u>598</u>
Interest earned		570,190
Total public support, revenues and reclassifications		

Expenses

Program services:		374,854
Dispatch employees - payroll		27,088
Payroll taxes		2,505
Workers' compensation insurance		21,945
Telephone		3,668
Training		84,333
Health insurance & benefits		14,000
Pension expense		7,812
Repairs		5,871
Depreciation		<u>542,076</u>

Supporting services:		6,084
Insurance – liability		6,368
Service contracts		1,825
Bookkeeping		3,000
Auditor		1,000
Legal Fees		1,500
Pension Administration		168
Bank charges		1,349
Cable TV		7,547
Office supplies and expenses		1,664
Travel		350
Outside secretarial services		4,050
Payroll processing fees		787
Uniforms		<u>35,692</u>

Total expenses		(7,578)
Change in Net Assets		<u>110,671</u>
Net Assets at beginning of year		\$ <u>103,093</u>
Net Assets at end of year		

The accompanying footnotes are an integral part  
of these financial statements.

TRUMBULL REGIONAL DISPATCH CENTER, INC.  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED JUNE 30, 2011

Operating Activities	
Change in net assets	\$ (7,578)
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation	5,871
Increase in accounts payable	4,043
Increase in accrued sick time wages payable	2,120
	<hr/>
Net cash provided by operating activities	4,456
	<hr/>
Investing Activities	
Purchase of equipment and upgrade costs	(3,662)
Net cash used by investing activities	<hr/> (3,662)
	<hr/>
Increase in cash for year	794
Cash at beginning of year	110,362
Cash at end of year	<hr/> <u>111,156</u>

The accompanying footnotes are an integral part  
of these financial statements.

TRUM ULL REGIONAL DISPATCH CENTER, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2011

NOTE 1 - Nature of Activities and Significant Accounting Policies

Statement of Purpose

Trumbull Regional Dispatch Center, Inc. (TRDC) is a not-for-profit (non-stock) corporation established to provide fire, ambulance, and other emergency dispatch services.

Accrual Basis

The financial statements are prepared on the accrual basis of accounting in conformity with generally accepted accounting principles.

Equipment and Improvements

These assets are recorded at cost. Depreciation is provided on the straight-line method over the estimated useful lives of the respective assets.

Major classes of depreciable assets are:

	<u>JUNE 30, 2011</u>
Equipment	\$ 137,036
Leasehold Improvements	<u>18,201</u>
	<u>\$155,237</u>

TRDC has not received donations of Equipment or Improvements during the fiscal year ended June 30, 2011.

Estimates

The preparation of financial statements in accordance with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Public support and revenues

TRDC receives its funding from Trumbull's three Fire Districts and all contributions are unrestricted. In addition, \$3,600 in funding was received from the Town of Easton for dispatch services performed during the year.

Income Taxes

TRDC, Inc., a non-profit organization operating under Section 501(c)(3) of the Internal Revenue Code, is generally exempt from federal, state and local income taxes, and, accordingly, no provision for income taxes is included in the financial statements.

TRUMBULL REGIONAL DISPATCH CENTER, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2011

NOTE 2 - Compensated Absences  
TRDC provides vacation pay and sick pay to its full-time employees. Accrued expense for unused sick days has been recorded by TRDC as a current liability.

Vacation pay is not accrued since all vacations must be taken currently. Employees have the option of carrying over up to 80 hours of vacation to the following year. The amount of accrued vacation pay at June 30, 2011 is immaterial.

NOTE 3 - Board Designated Fund Balances  
The board of TRDC has voluntarily designated \$8100 of the unrestricted fund balance of the current fund for the future acquisitions of equipment, computers and software. It plans to annually designate similar amounts in subsequent fiscal years.

This action can be modified or reversed by a vote at a combined meeting of the three Trumbull fire district commissions.

NOTE 4 - Defined Contribution Pension Plan  
During the fiscal year ended June 30, 2000, TRDC adopted a 403(b) defined contribution pension plan for eligible employees. Participation is optional and TRDC does not contribute to the plan.

Profit Sharing Plan

During the fiscal year ended June 30, 2005, TRDC adopted a profit sharing plan for eligible employees. Contributions to the plan are based on length of service as follows:

After the fiscal year of full service	500
2 <sup>nd</sup> year	1,000
3 <sup>rd</sup> year	1,500
4 <sup>th</sup> year	2,000
5 <sup>th</sup> year & thereafter	2,500

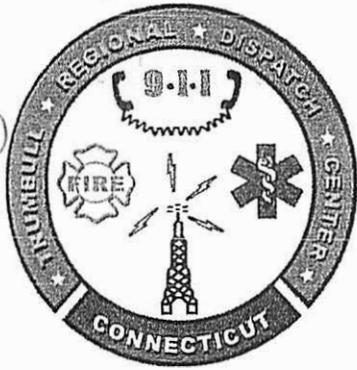
For the fiscal year ended June 30, 2011, \$14,000 was contributed by TRDC to this plan.

TRUMBULL REGIONAL DISPATCH CENTER, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2011

NOTE 5 - Subsequent Events

The Organization has evaluated subsequent events through October 31, 2011, the date on which the financial statements were available to be issued.

---



**TRUMBULL REGIONAL DISPATCH CENTER, INC.**

4 Daniels Farm Road  
Suite 340  
Trumbull, CT 06611  
(203) 459-0159 • Fax: (203) 261-1901

December 6, 2011

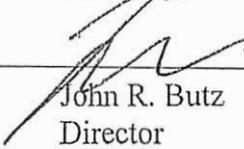
Mr. Kevin Mulligan  
10 Oxen Hill Road  
Trumbull, CT 06611

Kevin,

Enclosed please find a copy of the approved minutes for the TRDC meeting held on November 21, 2011 and the statistics for 2011 through November 2011.

Call me if you should have any questions.

Sincerely,



John R. Butz  
Director

Dist: m file  
TRDC board  
Pending file

TRUMBULL REGIONAL DISPATCH CENTER  
BOARD OF DIRECTORS MEETING  
November 21, 2011

Attending: Doug Bogen  
John Butz  
Ron Butz  
Paul Ruskay  
Chet Bond  
Diane Olsen

Absent: Wayne Szmyt

Paul called the meeting to order at 19:30 hours.

SECRETARY REPORT

- Doug made a motion to accept the October minutes, seconded by Paul. Approved

TREASURER'S REPORT

- Diane passed out the monthly report.
- Ron made a motion to accept the October treasurer's report, seconded by Chet. Approved.
- The Board members reviewed and signed all invoices that were paid in October.
- Paul made a motion to pay the October bills, seconded by Chet. Approved.

---

OLD BUSINESS

- All district payments have been received for the November 15<sup>th</sup> payment.
- P156 and P158 continue to progress in their training. P157 has not been training, John has not heard from that trainee if they will be continuing.
- John had no update on TERT.
- The policies, procedures and guidelines review will be reissued after the first of the year.
- John had not heard of any updates on the EMS meeting.
- John did receive a copy of the hospital taser policy but is still waiting to receive a copy of the stroke policy.
- John submitted paperwork to OPS chiefs (Alex Rauso, Ray Franko and Eric Levine) regarding the 3<sup>rd</sup> position John wants to set up at dispatch center.
- We are moving forward with the 3<sup>rd</sup> Internet PC, Steve Guh is performing all work to get it installed. John would like a stand alone unit with monitor and keyboard. John got pricing from AT&T for DSL line it would be about \$90/month. During the last two storms the Internet went down for several hours but phone lines remained in tact.
- John is still searching for an area CPR class for P158.
- John received confirmation that Kevin received August TRDC minutes, September stats and quarterly certification list.

## NEW BUSINESS

- Doug made a motion for John to proceed on the normal holiday acquisitions for TRDC staff, seconded by Chet. Approved.
- John passed out 2012 Holiday list.
- There were no monthly stats available due to the high call volume of the October 29<sup>th</sup> storm. The staff did a great job during the storm Alfred. It took about 9 days to get caught up on all paper work. The stats will be reflected in next month's report.
- John passed around the 990 form which has been submitted.
- Ron made a motion to suspend new business so that Mike Rolleri could present his annual audit to the board, seconded by Doug. Approved.

Mike Rolleri reported that the taxes have been filed; we now have to use the long form since the budget has increased.

- Paul made a motion to accept the annual audit, seconded by Ron. Approved.

## NEW BUSINESS resumed

- John will forward a copy of the audit to Dunn and Bradstreet to update our financial status.
- John will also forward a copy of the audit to CEDC.
- John is interviewing some new potential hires.
- John is getting pricing to replace the network PC's for the two positions. The funding for this will eventually come out of line 402.
- John will check on any required name changes to the insurance policy.

Paul made a motion to adjourn the meeting, seconded by Doug. Approved

The next meeting will be held on Monday, December 5 at Nichols Station 1 at 19:00.

# RDC Monthly Statistics

Report Date: 12/5/2011

Month	Midnight Shift				Day Shift				Evening Shift				Totals			
	EMS Incidents		Fire Incidents		EMS Incidents		Fire Incidents		EMS Incidents		Fire Incidents		EMS Incidents		Fire Incidents	
	Current	Past	Current	Past	Current	Past	Current	Past	Current	Past	Current	Past	Current	Past	Current	Past
January	63	49	12	11	181	173	70	32	113	101	32	32	357	323	114	75
February	57	61	8	8	181	159	42	28	109	114	41	27	347	334	91	63
March	53	50	12	11	179	150	26	55	118	94	32	44	350	294	70	110
April	54	50	13	12	149	140	31	30	110	101	32	28	313	291	76	70
May	56	51	10	14	152	135	42	25	134	141	26	35	342	327	78	74
June	60	65	15	18	149	17	35	74	129	126	60	26	338	208	110	118
July	59	58	11	24	178	161	27	45	126	107	31	47	363	326	69	116
August	42	54	51	11	185	151	116	40	128	104	55	25	355	309	222	76
September	70	55	18	7	176	148	41	27	116	107	41	30	362	310	100	64
October	47	57	22	12	154	165	69	45	131	89	81	28	332	311	172	85
November	62	71	11	8	163	174	49	47	88	109	31	26	313	354	91	81
December													0	0	0	0
Past YTD		621		136		1573		448		1193		348		3387		932
Current YTD	623		183		1847		548		1302		462		3772		1193	4965

GRAND TOTALS

## 911 Call Statistics

	JAN	FEB	March	April	May	June	July	AUG	Sept	OCT	NOV	DEC	TOTAL
Current Yr	824	774	795	796	853	996	917	922	916	1242	952		9987
Past Yr	795	715	805	762	870	870	856	819	733	807	850	968	9850
transfers current	43	50	38	39	50	62	46	47	48	65	58		