

Trumbull Emergency Dispatch Commission  
September 19, 2011  
7:00pm

**Present:** Commission members Kevin Mulligan, Brian Casey, David Bogen, Douglas Doyle, Glen Byrnes, Alex Rauso, Barbara Crandall. Also attending Vi Watson, Douglas Bogen, Paul Kurtz, Paul Ruskay, Peter Rousso, John Plofkin, Thomas Kiely

The meeting was called to order at 7:12 by Chairman Kevin Mulligan. Brian Casey read the minutes of the August 15, 2011 meeting. Approved unanimously.

**Special Committee Reports:** No reports.

**Correspondence:** No correspondence received.

**Unfinished Business**

5.1 – Compliance request from TRDC: Kevin Mulligan noted TRDC has not sent the last set of information (meeting minutes, run statistics and Q&A statistics).

5.2 – EMD Q&A review: Barbara Crandall noted the meeting with the EMS Coordinators scheduled for August 29 was cancelled due to Hurricane Irene and rescheduled for September 26. Information will be reviewed with the coordinators and they will take the information to the medical directors for approval.

**New Business**

Kevin Mulligan thanked everyone for attending the meeting to hear the presentation of the CEDC recommendations to the town emergency services with regard to a combined dispatch center. He noted the Commission has been working on this center for many years with several variations being discussed. At one point, a combined center with Easton and Monroe was considered but funding was not available and the inability of the towns to agree on various aspects affected the outcome. A decision was made to move forward with a town dispatch center containing the three branches of the emergency services. After a work session on September 12, a proposal was drawn up which will be presented tonight. Kevin read the proposal which is attached and opened the floor for public comment.

Doug Bogen questioned whether the current TRDC dispatchers would be grandfathered into the new center. Dan Nelson stated that Civil Service testing will need to be conducted and that this question has been presented to the town's labor counsel. Union considerations must also be reviewed within the process. Dan Nelson also noted a revision of the job description will be done to include dispatching of all three services. When this information is received, he will forward it to the CEDC.

Doug Doyle commented that the dispatchers need to be fully trained and highly functional to open the center without problems. There is a concern regarding the fact that the full time dispatchers in both centers have chosen this as a career and we should be mindful of that fact when hiring. It was also noted that a Director will be chosen.

Doug Bogen commented that critical information still needs to be entered into the system on the fire department side so that accurate records are kept and the burden does not fall back on the personnel on scene managing fire calls. Other administrative responsibilities can be handled outside of the center.

Discussion was held regarding the merging of CAD systems which will help to do this type of record keeping.

Paul Kurtz noted that in setting up the “Special Agency Account”, EMS and Police might have a problem because they need to go to the Town Council for budget approval. Discussion of the budget process ensued and it was felt that the town was not in a position to deny funding for the public safety departments. Paul also questioned how the representation of the new Enterprise Administrative Authority was derived. Doug Doyle noted that 3-3-3 makes equal representation from all services.

Peter Rousso questioned the funding of the center noting that funding will drive the list of the things we want in the center. Doug Doyle discussed the base load of the center noting that these would be shared costs for all services. This could include equipment, personnel, and any shared costs to run the center. We would then have to add individually for the three services those items that pertain only to them. It was noted that the three fire districts need to meet to discuss the funding portion of the center as it relates to them. Dave Bogen asked if there were any models for us to review with regard to the funding of the center. Kevin Mulligan noted that models have been reviewed but the town needs to sit down and talk about the funding. We have a unique situation here with the three entities and must come up with a solution in conjunction with the town. We do know funding is necessary for the shared costs for the service as well as capital expenditures.

A brief discussion of the dispatching during Hurricane Irene was held. It was noted that having a combined center would have worked better.

Peter Rousso noted the new dispatch center needs to move forward and improve what TRDC has presently. He noted there are still problems with communications and that is a topic that needs to be addressed simultaneously.

Paul Kurtz noted that many years ago, they tried to get the three services together but that did not happen. At this time, we are closer and he is definitely in favor of the three services moving forward with the center.

Kevin Mulligan ended by saying that we are trying to narrow down some budgeting formulas, labor issues, and operational ends for each service. He has reviewed the duties of the TRDC to distinguish dispatching duties and administrative duties. The CEDC will continue to work on the various aspects of the center and will need input from the three services. The services will be updated as information comes forward.

### **Adjournment**

The meeting adjourned at 8:08pm.

Respectfully submitted,

Barbara Crandall  
CEDC Commissioner

## CEDC Proposals

9/19/2011

1-Create a new Enterprise Administrative Authority (EAA) that will manage and control all Emergency dispatching in the Town of Trumbull, including, Fire, EMS and Police. The EAA will consist of (9) members, three from each emergency agency.

2-Creat a new line item in the Town of Trumbull budget as "Special Agency Account" that all emergency services will contribute funding for the basic operation of the Dispatch Center. This account will have administrative controls to prevent redirecting of funds and budget cuts, but will allow for funds to be rolled from one year to the next. A minimum base loading will need to be calculated, per call fees may also be weighted into the financial responsibilities of each agency. To combine the centers a capital expenditure is expected.

3- Provide dispatching positions to the full time TRDC employee's for positions that become available in the enhanced dispatch center. All new Dispatchers will become town employees and fall under Civil service guide lines and must proceed thru civil service testing. It is estimated that 4.4 people will be needed for each seated position, per shift.

4-Create a new Dispatcher Director that will handle the daily operations of the center, which will report to the Enterprise administrative Authority, the position will be a NON unionized position. The director will be responsible for all daily operations in the center and direct dispatch employee's.

5-All dispatchers will be cross trained and certified for Fire, PD and EMS dispatching.

6- NIFRS Reporting has been discussed however no recommendations are available at this time. It has been strongly suggested that the fire district find alternative means to perform this task.