

Draft

**MINUTES OF**  
**MUNICIPAL SERVICES COMMITTEE MEETING**  
**JUNE 21, 2011**

**ATTENDANCE**

**Members and Guests**

Bonnie Therrien, Acting Chair  
Robert Skinner  
Jeff Bridges  
Emily Moon  
Asst. Chief William Perez  
Cheryl Assis  
Maureen Barton  
Jennifer March-Wackers  
Lyle Wray  
Pauline Yoder

**Town**

Hebron  
Canton  
Wethersfield  
Windsor  
East Hartford Fire Department  
CRCOG  
CRCOG  
CRCOG  
CRCOG  
CRCOG

Acting Chair Bonnie Therrien called the meeting to order at 12:08 p.m.

**1. ADOPTION OF MINUTES**

Maureen Barton asked to amend the minutes to change Bill Taylor's affiliation from East Hartford to Enfield. Jeff Bridges made a motion to adopt the minutes of the May 15, 2011 meeting, Bob Skinner seconded. The motion to adopt the amended minutes passed by unanimous voice vote.

**2. CAPTAIN FIRE UPDATE**

Assistant Chief Perez talked about the history of the CAPTAIN program. CAPTAIN started with Police Departments, as a mobile data communication system, and later an RFP was developed to find a similar solution for Fire Departments through homeland security funds. CAPTAIN allows for data to move from dispatch to the vehicle. The data can include mapping information, Auto Vehicle Locator, which allows you to see where all department vehicles are, instant messaging, and can communicate back to the CAD system. Assistant Chief Perez said they learned some lessons along the way, most notably that the fire department and the police departments have very different structures. Most police department employees work inside, while most fire department employees work outside. There are many volunteer fire departments that don't have much in the way of IT. When the project started, Hartford was already online and East Hartford was one of the first participants. After a few years, the committee regrouped and tried to reinvigorate the project. They were able to move forward from there. East Hartford is completely live, and other participating towns are Farmington, Windsor, Wethersfield, Newington, Enfield, Glastonbury, Manchester, Tolland, and West Hartford. In addition, the City of Bridgeport is interested in joining, although they would have to shoulder their own costs. CAPTAIN has many modules and towns can upload maps, including hydrants,

assessors and building inspection information. With the CRCOG Orthophotography layer, responders can see the actual building they are going to. The biggest benefit to CAPTAIN is that it allows for CAD interface with the vehicle. This is also the most difficult part of the program. There are many different CADs used by municipalities. With CAPTAIN, there is two way communications possible. CAD speaks to the trucks, and the trucks can respond. Individual CAD vendors charge a lot of money for this service. CAPTAIN tries to get towns that are using the same CAD system to work together. Currently, they use a third party vendor, Telepartner, that takes care of the CAD to truck portion of the communications, which is 90% of the data. They have developed a program that will handle that part of the data transfer. The cost is \$5000, and CRCOG pays half of that through Homeland Security funds. There is another project CJIS is working on that has a goal of reducing the number of CADs, while having those CADs be able to communicate with each other. In East Hartford, the fire trucks have Toughbooks. With the IM system, they can talk to police vehicles, fire vehicles and dispatch. Everything is tracked and FOI-able. There are some modules that work with Fire House, which show inspections, pre-plan and fire marshal reports. Assistant Chief Perez said that he can get all this information spoken aloud to him while he's en route. He also stated that they are looking at regional solutions. Currently, if there is an emergency in West Hartford, there is no way to know who provides mutual aid and who is already on the scene. He would like to see departments share this information across the region in emergency situations. Inspection information is integrated – it still gets entered in Fire House but is included in CAPTAIN as well. They can also use the computers to access Google, links to towns and to other information. If anyone is interested in finding out more about this, they can contact Barbara Buddington at CRCOG.

### **3. STATUS REPORTS**

#### **Connecticut Regional e-Government Initiative**

Ms. Yoder came in to provide information on a grant from the Department of Energy for a minimum award of \$250,000 through the first phase. The grant is to provide financial support for developing policies and streamlining bureaucracy to make it easier for residents to install photovoltaic solar panels. The DOE is asking for a minimum of 500,000 residents to commit in order to qualify for the grant. Ms. Yoder asked what the level of interest was in pursuing this opportunity. Interest was low, as the process does not seem to be an issue, nor it is a high priority.

Ms. Yoder also reported on the Regional Online Permitting project. Waterford, North Haven and Madison have started, and New Britain is expected to sign up this week.

#### **Capitol Region Purchasing Council**

Ms. March-Wackers reported bids for Treated Road Salt and Sand for Snow and Ice Control would open tomorrow. She also reported that the EZIQC contracts have been awarded and the new contract period starts tomorrow.

#### **Municipal Service Sharing**

Ms. March-Wackers stated she met with Lyle Wray, Peter Souza and Jon Colman on the fee for services review. She has pulled together most of the necessary data and is building scenarios for consideration. Meetings about this subject will begin soon and

continue through the summer.

**5. MUNICIPAL INFORMATION SHARING AND OTHER BUSINESS**

Mr. Wray reported that the state budget has more grant money for service sharing, which CROG will pursue. There is a grant for Equipment Sharing. The parameters of this program won't be available until October 1st, but it will require a 50% match for equipment. Ms. March-Wackers suggested that this could be an opportunity for towns to line this program up with their capital improvement plans. The State is also including computer hardware and software in the Major Equipment Sharing grant. He also reported that DOIT and DAS would be folded together. Mr. Wray reported on his attendance at the NARC conference, where he spoke to a representative from a COG in Texas which has all kinds of back office online services such as Human Resources. He will be finding out more about potential partnering opportunities at an upcoming conference in Cambridge. Ms. March-Wackers stated that as soon as the parameters for the grant programs are released, she will be communicating with everyone.

**6. ADJOURNMENT**

Acting Chair Bonnie Therrien adjourned the meeting at 1:02 p.m.