

TOWN OF EAST HAMPTON AGENDA REPORT

Town Manager Approval: loa

Item to be presented by: Town Manager

DATE: February 12, 2013
SUBJECT: GPS for Public Works Vehicles
DEPARTMENT: Public Works

RECOMMENDED ACTION

It is recommended that the contract be awarded to the second lowest qualified bidder, Synovia Solutions. The bid is in the amount of \$515/month for 36 months for a total of \$18,540.

BACKGROUND

The Request for Proposals (RFP) from qualified vendors interested in providing hardware and software to equip twenty-three (23) Public Works vehicles with a GPS Vehicle Tracking system was posted on the State of Connecticut DAS website on December 7, 2012. The Town received 19 sealed proposals by the deadline of January 8, 2013.

The minimum system specifications requested in the RFP were as follows:

1. Capability to track multiple vehicles
2. Mapping of multiple vehicles
3. Capability to add additional vehicles
4. Ability to track in one-minute intervals
5. Capability to set up geo fences
6. Capability to add and remove landmarks
7. Ability to track vehicle after scheduled hours
8. Ability to track speed and number of starts and stops
9. Ability to detect if vehicle is running or not
10. Capability to track current location of vehicle
11. Web access for tracking, reporting and viewing maps with vehicle location
12. Ability to view account information online
13. Printable built in reports and individual vehicle reports
14. Easy hardware installation

The proposals were evaluated to determine the most responsible and responsive proposal which offers the greatest value to the Town with regard to the criteria detailed on the specifications contained in the RFP. Three firms were selected to give demonstrations of the services they provide; Synovia Solutions, AT&T partnered with Complete Solutions, and Track Star.

Broken down to a monthly fee for a 36 month time period they are priced as follows:

AT&T = \$492.64/month (equivalent) . This is actually \$431.25/month plus installation of \$130/vehicle for 17 heavy duty vehicles (the light duty vehicles are a plug and play into the ODBII receptacle) for an upfront installation cost of \$2210. ($\$2210/36$ contract duration = \$61.39/month. $\$431.25 + \$61.39 = \$492.64$)

Synovia Solutions = \$515/month. \$15/month for 6 OBDII vehicles and \$25/month for the heavy duty equipment. Installation is included. If we expand GPS for the remainder of the Town, all vehicles except the fire trucks will be \$15/month. The fire trucks will be \$25/month.

Track Star = \$675.74/month for the first 36 months. This includes equipment and installation. After 36 months it will drop to \$15.75/month/vehicle = \$362/month. All additional vehicles would have the initial higher rate for the first 36 months or upfront hardware and installation costs.

All three companies met the minimum specifications requested in the RFP. However each company proposed services above what was asked for and these extras vary by company. All three companies included accelerometers that can sense driving style (rapid acceleration, hard braking and abrupt cornering). Synovia includes engine diagnostics through the connections to the vehicles computers (ODB II, J1708 and J1939 ports). AT&T charges extra for engine diagnostics whereas Track Star does not offer this service. Synovia has a unique service whereby they link their data to live NOAA weather radar maps. The weather is also available on play backs when running a vehicle's history.

Another big difference between the three is the data retention and play back availability. Synovia keeps two years of data available for instant access. Data older than two years is burned onto discs and available upon request. AT&T only keeps one year of data after which it is destroyed. Track Star is a local PC based system where the software and all data reside on a local PC. This would require an additional purchase of several very large (external) hard drives for data storage and back up. (Data is collected at one minute intervals for each vehicle.)

All three offer similar reporting, live vehicle locate with speed and direction, historical play backs, geofencing, mobile phone applications, and alerts for harsh driving, geofence violations, speeding and excessive idling. AT&T had a unique feature that would link the Town's GIS data to their mapping as an underlay.

After careful consideration of the proposals, it is recommended that we award the contract to Synovia Solutions for the following reasons:

1. Synovia Solutions' proposal meets or exceeds all of the requirements specified in the RFP.
2. Synovia maintains and backs up the data alleviating this burden for the Town . (The retention schedule for these records is 30 days.)
3. The engine diagnostics feature would allow the engine fault codes to be e-mailed to our mechanic who could review the codes before leaving the shop for a service call. The mechanic would be able to bring the proper tools with him saving time and thereby reducing down time and time spent diagnosing a vehicle on the side of the road.
4. Having the NOAA weather overlay available live and on play back will allow a supervisor to forewarn drivers if localized conditions warrant a change in salting or plowing operations.
5. Driving style data will enable us to identify driving behavior that needs to be corrected both for driver safety and to reduce wear and tear on the vehicles.
6. Expansion of the GPS to the remainder of the town will be economical at \$15/vehicle/month for all vehicles except the fire trucks which would be \$25/month.

ALTERNATIVE ACTIONS

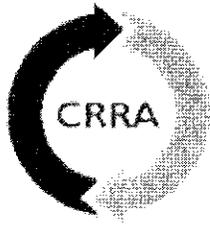
None.

FISCAL IMPACT

\$515/month for 36 months for a total contract cost of \$18,540. \$2060 would be paid for out of this year's budget. Funds would be included in successive year's budgets for an annual cost of \$6180.

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Connecticut Resources Recovery Authority



THESE TOWNS HAVE SIGNED WITH CRRA

These existing **Mid-Connecticut Project towns** have signed **Municipal Service Agreements (MSAs)** with CRRA's Connecticut Solid Waste System effective November 16, 2012. The list is complete through November 9, 2012.

- ▶ Profile
- ▶ Projects
- ▶ Environmental Stewardship
- ▶ Recycling
- ▶ Education
- ▶ Public Records
- ▶ Press Releases
- ▶ Board of Directors
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- ▶ Embracing the Future

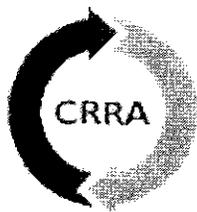
- ▶ B2B
- ▶ Business Opportunities
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- ▶ Project Business

- ▶ Resource Links
- ▶ FAQ
- ▶ Contact CRRA

City / town	Type of MSA signed	To be delivered to CRRA	MSA expires
Avon	<u>Tier 1 Long-term</u>	Trash and recyclables	June 30, 2027
Beacon Falls	<u>Tier 1 Short-term</u>	Trash and recyclables	June 30, 2017
Bethlehem	<u>Tier 1 Long-term</u>	Trash and recyclables	June 30, 2027
Bloomfield	<u>Tier 1 Long-term</u>	Trash and recyclables	June 30, 2027
Canaan	<u>Tier 1 Long-term</u>	Trash and recyclables	June 30, 2027
Canton	<u>Tier 1 Long-term</u>	Trash and recyclables	June 30, 2027
Chester	<u>Tier 3</u>	Trash and recyclables	June 30, 2027
Clinton	<u>Tier 1 Long-term</u>	Trash and recyclables	June 30, 2027
Colebrook	<u>Tier 1 Long-term</u>	Trash and recyclables	June 30, 2027
Cornwall	<u>Tier 1 Long-term</u>	Trash and recyclables	June 30, 2027
Deep River	<u>Tier 1 Long-term</u>	Trash and recyclables	June 30, 2027
Durham / Middlefield ***	<u>Tier 1 Short-term</u>	Trash (not recyclables)	June 30, 2017
East Granby	<u>Tier 1 Long-term</u>	Trash and recyclables	June 30, 2027
Ellington	<u>Tier 1 Long-term</u>	Trash and recyclables	June 30, 2027
Essex	<u>Tier 1 Long-term</u>	Trash and recyclables	June 30, 2027
Farmington	<u>Tier 1 Long-term</u>	Trash and recyclables	June 30, 2027
Glastonbury	<u>Tier 1 Long-term</u>	Trash and recyclables	June 30, 2027
Goshen	<u>Tier 1 Long-term</u>	Trash and recyclables	June 30, 2027
Granby	<u>Tier 1 Long-term</u>	Trash and recyclables	June 30, 2027
Haddam	<u>Tier 1 Short-term</u>	Trash and recyclables	June 30, 2017
Hartford	<u>Tier 1 Short-term</u>	Trash and recyclables	June 30, 2017

Harwinton	<u>Tier 1 Long-term</u>	Trash and recyclables	June 30, 2027
Killingworth	<u>Tier 1 Long-term</u>	Trash and recyclables	June 30, 2027
Litchfield	<u>Tier 2</u>	Trash (not recyclables)	June 30, 2015
Lyme	<u>Tier 1 Long-term</u>	Trash and recyclables	June 30, 2027
Manchester	<u>Tier 2</u>	Trash (not recyclables)	June 30, 2015
Marlborough	<u>Tier 1 Long-term</u>	Trash and recyclables	June 30, 2027
Middlebury	<u>Tier 1 Short-term</u>	Trash and recyclables	June 30, 2017
Naugatuck	<u>Tier 1 Short-term</u>	Trash (not recyclables)	June 30, 2017
Norfolk	<u>Tier 1 Long-term</u>	Trash and recyclables	June 30, 2027
North Canaan	<u>Tier 1 Long-term</u>	Trash and recyclables	June 30, 2027
Old Lyme	<u>Tier 1 Long-term</u>	Trash and recyclables	June 30, 2027
Old Saybrook	<u>Tier 1 Long-term</u>	Trash and recyclables	June 30, 2027
Oxford	<u>Tier 1 Short-term</u>	Trash and recyclables	June 30, 2017
Portland	<u>Tier 1 Long-term</u>	Trash and recyclables	June 30, 2027
Regional Refuse Disposal District #1*	<u>Tier 1 Long-term</u>	Trash and recyclables	June 30, 2027
Rocky Hill	<u>Tier 1 Long-term</u>	Trash and recyclables	June 30, 2027
Roxbury	<u>Tier 1 Long-term</u>	Trash and recyclables	June 30, 2027
Salisbury / Sharon**	<u>Tier 1 Short-term</u>	Trash (not recyclables)	June 30, 2017
Simsbury	<u>Tier 1 Short-term</u>	Trash (not recyclables)	June 30, 2017
South Windsor	<u>Tier 2</u>	Trash (not recyclables)	June 30, 2015
Thomaston	<u>Tier 3</u>	Trash and recyclables	June 30, 2027
Torrington	<u>Tier 1 Long-term</u>	Trash and recyclables	June 30, 2027
Watertown	<u>Tier 1 Long-term</u>	Trash and recyclables	June 30, 2027
Wethersfield	<u>Tier 1 Long-term</u>	Trash and recyclables	June 30, 2027
Woodbury	<u>Tier 1 Short-term</u>	Trash and recyclables	June 30, 2017
<p>* – Regional Refuse Disposal District #1 includes Barkhamsted, New Hartford and Winchester. ** – Salisbury and Sharon run their solid waste operations jointly. *** – Durham and Middlefield run their solid waste operations jointly.</p>			

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Future municipal service agreements

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Mid-Connecticut System Municipal Service Agreements Summary and Comparison of Key Terms

MSA Options	Tier 1 Short-Term MSA with recycling	Tier 1 Long-Term MSA with recycling	Tier 2 Contract MSA	Tier 3 Renewal MSA	Tier 4 MSA
	Tier 1 Short-Term MSA without recycling	Tier 1 Long-Term MSA without recycling			
Key Provisions	Click on the links above to download a sample of the MSAs. For a version particular to your municipality, please contact Katha Kerr at CRRA (860-757-7733).				
Disposal Fee – 11/16/2012-6/30/2013	\$62.50	\$60.50	\$64.50	\$60.50	\$62.50
Target recycling rebate (*)	\$10/ton	\$10/ton	N/A	\$10/ton	\$10/ton
Guaranteed availability of MSA option	Call for availability	Call for availability	10/1/2011 through 11/15/2012 (1)	Call for availability	Call for availability
Nominal term (2)	5 years (through 6/30/2017)	15 years (through 6/30/2027)	3 years (through 6/30/2015)	15 years (through 6/30/2027)	6 years (through 6/30/18), with 2 extensions of 2 years each
CRRA's commitment to take waste for disposal	Yes	Yes	Yes (3)	Yes	Yes (3)
Municipality's commitment of MSW and recyclables	All MSW generated within its borders (recyclables optional)	All MSW generated within its borders (recyclables optional)	All MSW under municipality's control(4) with a minimum tonnage commitment	All MSW and recyclables under municipality's control(4) with a minimum tonnage commitment	All MSW and recyclables under municipality's control(4) with a minimum tonnage commitment
Minimum tonnage commitment (put-or-pay)	No	No	Yes (5)	Yes (5)	Yes
Tonnage cap	No	No	Yes (6)	No (7)	Yes (6)
Price-triggered "opt-out" clause(8)	Yes	Yes	No	No	No
FY13 MSW "opt-out" level	\$63.00	\$61.00	N/A	N/A	N/A
FY13-17 Recycling Rebate "opt-out" level (if recyclables delivered)	\$10.00	\$10.00	N/A	N/A	N/A
	Breach and, if	Breach and, if	Charge for each ton below	Charge for each ton	Charge for each ton

Consequence if tonnage commitment not met	not remedied within 6 months, termination	not remedied within 6 months, termination	commitment (\$15/ton summer and \$30/ton winter)	below commitment (\$15/ton summer and \$30/ton winter)	below commitment (\$15/ton summer and \$30/ton winter)
Surcharge for using a transfer station	No	No	Yes	No	No
Transfer station fuel surcharge	Yes	Yes	Yes	Yes	Yes
Most-favored-nation commitment for MSW	Yes	Yes	No	Yes	Yes
Most-favored-nation commitment for recyclables	Yes (if recyclables delivered)	Yes (if recyclables delivered)	No	Yes	Yes
Eligibility for recycling rebate	Yes (*) (if recyclables delivered)	Yes (*) (if recyclables delivered)	No	Yes (*)	Yes (*)
Expiration date	Term (9)	2027	Term (9)	2027	Term (9)

[Click here to see the towns from which CRRA has received signed MSAs.](#)

(*) – Actual recycling rebate determined by CRRA Board of Directors annually, and may depend on commodity sales pricing.

- (1) – Capacity permitting.
- (2) – All MSAs will be structured so they expire on June 30, in alignment with the municipal fiscal year. First year will be from November 16, 2012 to June 30, 2013.
- (3) – CRRA will charge a higher price for tons above the tonnage cap or reserved quantity.
- (4) – "Under municipality's control" mean waste for which the municipality either directly or indirectly pays for the disposal.
- (5) – On all waste under municipal control.
- (6) – MSW will be accepted, but customer will be assessed a proportional share of any net increase in CRRA's costs (such as the cost of exporting waste to alternate disposal sites).
- (7) – No tonnage cap for waste under control of the municipality and generated within the municipality's borders.
- (8) – If actual disposal fee exceeds amount specified, municipality has the option of terminating the MSA and making other arrangements for the management of its waste.
- (9) – If offered after "guaranteed availability" date, the term can run no later than 2027.

Other documents that may be of assistance to municipalities in evaluating their options are the following:

- [MSA Summary Comparison \(two-page PDF version of the above table\)](#)
- [Mid-Connecticut Project Permitting, Disposal and Billing Procedures](#)
- [A preliminary listing of Designated Facilities for each municipality](#)
- [Preliminary tonnage amounts for scheduled deliveries \(Tier 2 and Tier 3\) and delivery caps \(Tier 2\) based on FY11 deliveries](#)
- [Tonnage data for FY06 through FY09 on the MSW shipped by each municipality to CRRA facilities including the amount under Municipal Control and the amount under Private Control](#)
- [CRRA Fact Sheet](#)
- [Mid-Connecticut Project Special Committee report on future disposal options](#)
- [Memorandum to the CRRA Board of Directors on the procurement process for operation and maintenance of the Mid-Connecticut trash-to-energy facility dated December 16, 2010](#)

Click the links to download any of the above documents.

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Sirois, Cathy

To: Maniscalco, Mike
Subject: RE: Awarding of the CM Contract

From: "Barber, Michele" <MBarber@easthamptonct.org>
Date: February 7, 2013, 3:23:32 PM EST
To: "Maniscalco, Mike" <mmaniscalco@easthamptonct.org>, "Weintraub, Susan" <sweintraub@easthamptonct.org>
Cc: "Smith, Sharon" <SSmith@easthamptonct.org>, "jgiulano@crec.org" <jgiulano@crec.org>
Subject: Awarding of the CM Contract

Dear Mr. Maniscalco,

On behalf of the East Hampton High School Building Committee I am recommending the contract for construction management services for the East Hampton High School be awarded to Downes Construction. The pre-referendum fee for their services is \$16,200. The selection process was comprehensive, fair, and the decision was unanimous. As such, I am confident the building committee has done due diligence in selecting a firm to oversee this project. Please contact me if I need to do anything further.

Sincerely,
Michele Barber

**AMENDMENT NO. 3
TO THE
TOWN OF EAST HAMPTON
RETIREMENT INCOME PLAN**

The Town of East Hampton Retirement Income Plan (the "Plan") is hereby amended effective January 30, 2013, pursuant to Section 15.1 of the Plan as follows:

I.

Article I of the Plan is amended by adding the following new sentence to the end of Section 1.8:

In no event shall Average Annual Earnings include amounts earned by an individual while classified as an Ineligible Temporary Employee.

II.

Article I of the Plan is amended by adding the following new sentence to the end of Section 1.14:

The term "Eligible Employee" shall also exclude Ineligible Temporary Employees.

III.

Article I of the Plan is amended by adding the following new Section 1.25A:

1.25A. "**Ineligible Temporary Employee**" means an individual employed by the Town in a temporary capacity who is determined by the Town, in its discretion, to be ineligible to participate in the Plan.

IV.

Article III of the Plan is amended by adding the following new subparagraph (3) to Section 3.2(d):

(3) periods during which he is classified as an Ineligible Temporary Employee.

V.

Article IV of the Plan is amended by adding the following new sentences to the end of Section 4.2:

No Pick Up Contributions shall be required with regard to periods during which an individual is classified as an Ineligible Temporary Employee.

VI.

Article V of the Plan is amended by adding the following new paragraph to the end of Section 5.5:

Notwithstanding the foregoing, any Participant who opts to retire from employment under this Section 5.5 shall be considered to have retired for purposes of this Section if he has ended his employment as a full-time, regular employee on or before January 30, 2013, regardless of whether he subsequently returns to employment as an Ineligible Temporary Employee. Such former Participant shall be considered retired for all other purposes of this Article V, including eligibility to receive the normal retirement benefit as provided under Section 5.2(b) above, on the date following his termination of all employment, including employment as an Ineligible Temporary Employee, with the Town. Payment of benefits to such former Participant shall commence as provided in Section 5.4.

VII.

If there shall be any inconsistency between the provisions of this Amendment No. 3 and the provisions of the Plan as amended through Amendment No. 2, this Amendment No. 3 shall control.

Executed this _____ day of _____, 2013.

TOWN OF EAST HAMPTON

By: _____
Its

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Town Manager Approval: 7c

Item to be presented by: Town Manager

DATE: January 28, 2013

SUBJECT: Resolution to Authorize State Library Historic Document Preservation Grant

DEPARTMENT: Town Clerk's Office

RECOMMENDED ACTION

That the Town Council approves and authorizes Michael Maniscalco, Town Manager, to execute and deliver in the name of and on behalf of this municipality a contract with the Connecticut State Library for a Historic Documents Preservation Grant.

BACKGROUND

Sections 11-8i through 11-8n of the Connecticut General Statutes authorize the creation of a dedicated fund and a grant program utilizing those funds to enhance or improve the preservation and management of historic documents. The statute imposes an additional fee of three dollars for the recording of land records, including deeds and mortgages. The Historic Documents Preservation Account (hereafter referred to as the fund) is comprised of the two dollars from this fee that the town clerks forward to the State Library. The Office of the Public Records Administrator oversees the fund and administers the grant program supported by the fund for Connecticut's municipalities to help them enhance or improve the preservation and management of their records as well as provide training and technical assistance.

ALTERNATIVE ACTIONS

n/a

FISCAL IMPACT

Projects that need to be funded in the Town Clerk's Office are offset by using grant funds. This year, the funds will be used to add additional shelves for land records and maps and to reconfigure the layout in order to utilize the space which is becoming limited.

**Resolution to Authorize State Library Historic Document
Preservation Grant**

BE IT RESOLVED THAT Michael Maniscalco, Town Manager of the Town of East Hampton, is empowered to execute and deliver in the name of and on behalf of this municipality a contract with the Connecticut State Library for a Historic Documents Preservation Grant.

IN WITNESS WHEREOF, the undersigned has executed this Resolution this 12th day of February, 2013.

EAST HAMPTON TOWN COUNCIL

Susan B. Weintraub, Chairperson

Glenn Suprono, Vice Chairperson

Kyle Dostaler

Theodore Hintz, Jr.

Derek Johnson

Barbara W. Moore

George Pfaffenbach

Dated this 12th day of February, 2013

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Agenda Item: 8c

Item to be presented by:
Ruth G. Plummer, Parks and Recreation Director

DATE: February 12, 2013

SUBJECT: Sears Park fees

DEPARTMENT: Parks and Recreation

RECOMMENDED ACTION

Set fees as originally recommended by the Parks and Recreation Advisory Board.

BACKGROUND

The Parks and Recreation Advisory Board's recommendation for fees in Sears Park are outlined in the agenda report dated January 8, 2013. The recommendation was reviewed by Town Council at their January 8, 2013 meeting, and expressed some concerns about the fee structure with regards to residents paying for stickers.

At their February 5, 2013 regular meeting, the Advisory Board reviewed this year's and last year's recommendations. The Board's position remains unchanged: Deb McKinney motioned: The Parks and Recreation Advisory Board supports the original recommendation for Sears Park fees as approved at their December 4, 2012 board meeting. John Wright seconded the motion. All approved (5-0)

ALTERNATIVE ACTIONS

FISCAL IMPACT

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Agenda Item: _____

Item to be presented by:
Ruth G. Plummer, Parks and Recreation Director

DATE: January 8, 2013

SUBJECT: Sears Park Fees Recommendation

DEPARTMENT: Parks and Recreation

RECOMMENDED ACTION

Set fees as recommended by the Parks and Recreation Advisory board. These fees will remain in effect, as approved by Town Council, until the Parks and Recreation Advisory Board recommends changes to this fee structure.

BACKGROUND

At the December meeting of the Parks and Recreation Advisory Board, Deb McKinney motioned to recommend the following fee structure for Sears Park sticker fees. The motion was seconded by Mark Vickery. All approved 4-0.

- \$10.00 per vehicle
- \$5.00 per vehicle for Senior Citizens and Veterans
- \$5.00 Day Pass
- \$50.00 per boat for residents with half of the boat sticker revenue going into the Boat Launch Improvement fund
- \$50.00 per boat for Youth and Student groups

Pavilion Rental Fee recommendations for profit, private organizations, private parties, businesses:

- \$75 half day
- \$125.00 full day
- Plus \$125.00 security deposit. (All users)
- No fees for Town boards, civic groups, non-profits for first time use, Fifty percent (50%) of listed fees for additional rentals.

Dan Roy motioned to recommend the following fee structure for the William A. O'Neill Performing Arts Gazebo, Mark Vickery seconded the motion. All approved (4-0)

- \$75 per day
- \$25 additional for electrical/lighting
- \$125.00 security deposit (All users)
- No fees for Town boards, civic groups, non-profits for first time use. Full fees are charged for each additional use.

There is no charge for use of the picnic shelter.

ALTERNATIVE ACTIONS

Set fees at other than recommended

FISCAL IMPACT

Revenue goes into the General Fund with one exception. Fifty percent (50%) of boat sticker sales goes to Sears Park Boat Launch Improvement fund.

**TOWN OF EAST HAMPTON
AGENDA REPORT**

Agenda Item: _____

Item to be presented by:
Ruth G. Plummer, Parks and Recreation Director

DATE: February 1, 2013

SUBJECT: Information requested of the Parks and Recreation Department

DEPARTMENT: Parks and Recreation

RECOMMENDED ACTION

Review data and information provided below. Set fees for Sears Park.

BACKGROUND

This information provided here should answer the questions posed to the Town Manager at a January 2013 Town Council meeting. Please note: The data available from past 3 years.

	VEHICLE STICKERS		SENIORS/VETERANS FIRST CAR STICKERS		BOAT STICKERS		DAY PASSES		PAVILION RENTALS	ANNUAL REVENUE	TRANSFER TO BOAT LAUNCH	BALANCE TO GENERAL FUND
YEAR	#	\$10	#	\$5	#	\$50	#	\$5	\$75/125			
2010	790	\$7,900	287	\$1,435	272	\$13,600	430	\$2,150	\$750	\$25,835	\$6803	\$19,032
2011	826	\$8,260	272	\$1,360	226	\$11,300	509	\$2,545	\$575	\$24,040	\$5,665	\$18,375
2012	1031	\$10,310	261	\$1,305	179	\$8,950	213	\$1,065	\$550	\$22,180	\$4,990	\$17,190

Sears Park Boat Launch Fund Overview

The Boat Launch Improvement Fund was started in 2005, after a majority of lake-side residents objected to the Town looking into a grant from the State of Connecticut. The grant would have renovated the boat launch side of Sears Park, but would also open it up to nonresidents. The Sears Park Boat Launch Special Revenue Fund is intended to focus funding on improvements made to the boat launch ramp, driveway, and trailer parking areas.

Since its inception the fund has realized \$29,002 in donations, \$72,092 in boat pass revenue, and \$3,417 from programs. To date, out of the \$104,511 in revenue, \$64,540 has funded improvements made to the boat launch side of the park; \$3023 went toward programming expenses for boat launch fundraising programs. The current balance is \$36,948.

The next boat launch project this account will fund, is part of the Sears Park Storm Water Remediation Project; going out to bid this winter. A road connecting the car entrance (driveway) to the boat launch driveway is included in the plan as an alternate. This road will be located west of the performing arts

gazebo and run parallel to the stone wall. Once complete, boats and vehicles will use the first entrance; making it more practical for staff to check for stickers. This road is part of the approved Sears Park Site Improvements Plan that will be implemented in phases.

In the Parks and Recreation Department's Capital Improvement Budget for 2014-2015 Fiscal Year \$200,000 has been requested to relocate a brand new ramp to the farthest northern border of the park, construct a turn-around and trailer parking. Currently the boat launch driveway dissects the park's green space. Relocating the boat launch ramp and driveway, takes all the boat traffic and boating activities out of the center of the park.

Sears Park and Lake Pocotopaug Initiatives

This summer we will begin the 2013 summer season with the dedication of the Governor William A. O'Neill Performing Arts Gazebo, on June 2, 2013. The event will include a ribbon cutting, dedication, live music and entertainment. This is a perfect opportunity to kick-off a summer full of fun activities sure to attract people to Sears Park. We are also planning Family Fun nights with movies and entertainers throughout the summer. The new performing arts gazebo is definitely a beautiful addition to the park. With that, and the renovations planned for this spring, we anticipate a renewed interest in Sears Park. Plans for new play equipment, is another long awaited project that we hope to see come to fruition by next autumn.

Regular use of Sears Park and its facilities is historically limited to residents only. Nonresidents can enter the park, but cannot obtain a parking pass. Changing these practices would require direction from the Town Council. However, residency requirements are waived during special events and residents renting the facilities can have nonresident guests.

Two years ago the Parks and Recreation Department worked with Friends of Lake Pocotopaug coordinating their donation of all new regulatory buoys on Lake Pocotopaug. The Town Manager currently is putting together a collaborative lake meeting with representatives from Department of Energy and Environmental Protection, the Lake Commission, Town Staff, and Friends of Lake Pocotopaug.

Programming Initiatives

The Winter-Early Spring brochure was posted as an online publication in early January, 2013. The Spring-Summer brochure will be online the second week of April, and inserted in the Rivereast News Bulletin in mid-April, 2013.

The Parks and Recreation Department does not offer spring sports per say. We recognize the incredible job the non-profit sporting groups do for our community, and maintain strong partnerships with them. These clubs include East Hampton Soccer Club, Hawks Football and Cheerleading, East Hampton Little League, Chatham Baseball, and East Hampton Sports Boosters.

We have found that one of the best ways to get people active is to sponsor programs utilizing state and local parks, destinations, and trail systems. These programs are walking, hiking, running or biking programs that are often free. One hiking program has been run by a volunteer for 6 years. This program has hosted hikes at Salmon River State Forest, Machimoodus State Park, Air Line State Park Trail, Black Ledge River, Hurd Park, Connecticut River, Shenipsit Trail, Meshomasic State Forest, Loos Pond, and more. Our after-school-program and summer day camps regularly incorporate hikes and walks into their programs.

We collaborate with Hebron and Colchester Parks and Recreation Departments on two big events on the Air Line State Park Trail each year; The Ghost Run Half Marathon and on National Trails Day; Tour The Trail Family Adventure! We are also planning a bicycle marathon on the Air Line Trail for late summer 2013.

Last year we introduced "Explore East Hampton Walks". This monthly series of walks introduces people to the history and natural resources of beautiful East Hampton. The volunteer leading this program is a hiking and history enthusiast. They have explored the Village Center, Sears Park and Lake Hotels, Camp Wopowog, Middle Haddam Historic District, Lake View Cemetery and more. At each destination the participants are met by local historians or lifelong residents of East Hampton, who enlighten everyone with a lecture. Many of the walks end at the Chatham Historical Museum.

In preparation for summer we are working on new programs including; Morning Yoga in the Park; Volley ball Clinic and Camp Series; Extended Boot Camp Fitness; Teen Travel Camp. We are actively seeking employees for seasonal positions. Between now and May will be working to fill approximately 30 positions needed to staff operations in Sears Park. There are a lot moving parts in putting together a successful summer, but the hard work results in delivering great services to our community and we are very proud of that.

ALTERNATIVE ACTIONS

N/A

FISCAL IMPACT

N/A

EAST HAMPTON HOUSING AUTHORITY

CHATHAM ACRES
GOVERNOR BILL O'NEILL DRIVE
EAST HAMPTON, CT 06424
(860) 267-8498

Thomas Denman, Chairman
Patricia Dufour, Vice Chairman
Ann McLaughlin, Treasurer
Jo Ann Ewing, Secretary
Monica Kangley, Tenant Commissioner

Judie Bobbi, Executive Director
Jodi Brazal, MSW, RSC

To: Town Manager
Town Council

Re: Proposal for CDGB

The Housing Authority Chairman, Thomas Denman, will present a list of rehabilitation items for capital improvement to our senior housing that it wishes to undertake in the next funding cycle of the CDGB if approved by the members of the Town Council.

1. Roof replacement – Chatham Acres roofs which were installed in Dec. 2001, were found to have defective shingles after storm Irene in 2011. The claim submitted had a depreciation factor and the amount of the claim that was paid was not enough to pay for even one of the six buildings. Since Irene, we have lost an area of shingles twice from heavy wind storms and are lucky to have made temporary repairs quickly in order to prevent leaks. Also, Bellwood Court roofs are due to be replaced by 2014.
2. Major bathroom renovation to install walk in showers and vanities at in one or both projects to make bathing more accessible to those who struggle getting in and out of tubs without aid and hopefully prevent falls from occurring.
3. Replacement of two new booster pumps for the Chatham Acres water system as recommended by our water system contractor to allow better recovery of water storage.
4. Bellwood Court emergency generator that is 23 years old and needs to be replaced. This generator runs the water system in order to bring water to the apartments, keeps the street lights on at night which is a security measure and operates the entire community room for lights, cooking, laundry, heat and air conditioning. During storm Irene it ran for 7 days and allowed residents to remain in their apartments.
5. Paving of parking and sidewalks at both projects.
6. Major kitchen renovation at Bellwood Court.

This list is in order of need and we realize that the CDBG would not cover all of these items. However, the Housing Authority is looking to an additional source of funding that may come available later in order to complete what we feel is needed and necessary to keep our current housing stock up to date, and provide safe, decent and affordable housing for our senior community. The CDBG could actually be a positive to secure the additional funds with CHFA.



**Technical Proposal
Management Study
East Hampton
Emergency Services**

JLN ASSOCIATES LLC
Fire Protection & Industrial Safety Services

**177 Mile Creek Road
Old Lyme, Connecticut**

**B/P# 01-13-001
Rev. No. 1**

February 3, 2013

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1.0 SCOPE

JLN Associate (JLN) proposes to perform a comprehensive management study of the Town of East Hampton Emergency Services.

JLN recognizes the East Hampton Emergency Services consists of the following independently functioning entities:

- Emergency Management
- East Hampton Fire Department
- East Hampton Ambulance

At a minimum, this evaluation is designed to determine and achieve the following benefits:

- Enhanced emergency responder safety.
- Enhanced cost control and containment.
- Increased efficiency.
- Increased effectiveness.
- Identification of the right-sized organization to meet community needs.
- Coordination and use of regional resources with elimination of artificial boundaries and duplication of resources.
- Standardization of services and programs offered to the community with appropriate supporting capacity.

The basis for the study will center on an initial risk analysis of the community and the resources put in place by the Town to manage the risk. JLN will address the risk utilizing the requirements of the applicable standards such as NFPA 1201, 1720, 1500 and others along with FEMA Risk Assessment and Hazard Identification guidance, and acceptable Fire Service self-assessment guidance based on benchmarking comparable Fire Service organizations. JLN will also utilize the ISO rating schedule for the applicable property conservation comparisons and assessments.

Recommendations will be based on identified risk associated with the various needs and occupancies located within the response areas of East Hampton, Connecticut.

1.1 IMPLEMENTATION CONCEPTS

To implement a project of this type, the following general process will be followed:

Pre-visit Activities:

- Prior to visiting East Hampton, the JLN project manager will assemble the team and assign specific focus areas for inspection.
- Each team member will be a technical specialist for the discipline they will be analyzing. The member will develop a check list using the appropriate sections of emergency

response standards including, but not limited to, the NFPA Standards and National Fire Protection Handbook.

- The project manager will schedule a teleconference with key Fire Service and Town personnel to assemble specific data collection needs and the scheduling of the subsequent project team visit. It is during the teleconference that the specific interfaces for the assessment will be made and formalized.

Preliminary review of the community (educating the management review team)

- Preparing for the Town visit by reviewing how the established emergency response programs are implemented, managed, and interfaced within the Town.
- Team will review existing emergency response plans and risk reviews to understand the general elements of the community.
- Identify key person and Responsibility for the various elements of Public Safety.
- Identify key stake holders in charge of managing compliance related issues within the department.
- Determine how communications are handled, routine situations and in emergencies, both internal and external to the department.
- Obtain any Hazard Assessments prepared for the community as a whole, identify key risks and risk types within the community.
- Training and Instruction - how it is provided and how it ties back to the community risk assessment.
- Determine who handles emergency response recordkeeping, activity data and trending (if done).

The JLN Team will then develop the following items in preparation to the initial site visit:

- Specific Inspection lists will be used to screen the department and community compliance with hazard risk and response standards for each of the tasks outlined below.
- Written fire service and EMS protocol.

Documentation Review:

- Analysis of past 5-10 years (at least) of response data, Town Grand list info, zoning, growth plan.
- Standard operating procedures will be reviewed for good practice and NFPA standards compliance.
- Pre Plans will be assessed.
- Integrated emergency plans.
- Each document review will be documented on a review sheet that identifies strengths, weaknesses and areas of non-compliance, if applicable.

Report-Final Deliverable

- At the completion of each portion of the analysis, the results will be reported to the project manager.
- The individual sections will document the assessment methodology, areas of strengths, and areas of weakness and any topic or resource feature that requires improvement.
- A comprehensive initial report will be generated, and will be provided to the Town's representative.

The initial report will include data from the various study tasks outlined in this proposal. The layout of the report will include answers to the following Council's questions:

- Are there or what are the options available to East Hampton for fire service delivery that could result in streamlined costs or increased efficiencies?
- Are there joint operations, mergers, consolidation, or similar models that would be beneficial to East Hampton?
- Through an analysis, is there an optimized fire service delivery system-different from current reality-that is both fiscally sustainable and of an appropriate design so that the fire-related risk present within the Town can be appropriately managed?

The initial report of the study will detail any open items for the community to take action on. It is anticipated that capital outlay planning will be necessary for buildings and grounds of the fire service; however the level of effort details cannot be anticipated until the initial community risk profile is completed in the initial phase of the study.

Initial report turnover will utilize the following process.

- Report Comments (one compiled set) from an initial draft will be addressed and incorporated as appropriate.
- Final copies (5) will be printed, bound and provided as required.
- Executive summary will be presented in a power point presentation to stake holders as arranged by the Town of East Hampton.

2.0 TASKS

JLN Associates, LLC (JLN) will provide staff and technical support to perform the following tasks:

2.1 Specific Tasks-Resource Deployment

- Analysis of community risk including special hazards of high density residential units, high-rise, "big box" occupancies, rail, freeway, and seismic threat.
- Fire and EMS Station locations study/staffing in relation to recognized good practice.
- Fire and EMS Service Delivery standards in comparable communities and economic realities.
- Weight (capacity), reliability, timing, and effectiveness of a planned first response assignment.
- Review of organizational structure, looking at recognized good practice, and NFPA standards.
- Details of command function on multi-unit and complex incidents.

- Ability for technical rescue response.
- Ability for hazardous material response.
- Staffing level and adequacy analysis.
- Review of 911 facilities, practices, procedures in relation to community expectations and NFPA standards.
- Assessment of dispatching and Records Management System (RMS) efficiency and effectiveness.
- Incident analysis with response times and impacts of simultaneous calls for service.
- Review of management practices, budgeting, data collection, succession planning and use of technology.
- Review of recruitment and retention practices.
- Review of firefighter training including technical rescue and hazardous materials training.
- Review of community planning for the fire services including water service infrastructure, transportation and building standards.
- Review of mutual aid and automatic aid.
- Assessment of use and effectiveness of mutual aid.
- Review of fire prevention and public safety programs.
- Review of Fire Apparatus, maintenance and replacement in relation to recognized good practice and NFPA standards in relation to economic realities.
- Review of firefighter safety and health and workers' compensation.

2.2 Non-Deployment Tasks

- General administrative review and assessment.
- Public outreach and education program.
- Facility maintenance.
- Apparatus program and maintenance.
- Communications and IT system program and maintenance.
- Personnel administration.
- Finance.
- Fire prevention and investigation including company inspection program.
- EMS program administration (including FRALS compliance, QI program).
- Pre-incident planning.
- Operational and administrative understanding of standard operating guidelines, policies, strategic plan.
- Training program and administration.
- Safety and health program.
- Disaster-Emergency Management planning and coordination.

2.3 Location of Fire Stations

An analysis of the historic response data for fire and emergency medical services will be done to determine the optimum location of the fire station(s) and compare it to the existing location. In addition, an assessment of the hazards within the community will be completed. This type of assessment will focus on historical occurrence and

characterization of the existing identified hazards. A review will also be done of the potential for change in the community's demographics. In projecting the needs for the fire and emergency services in the community, a vision of the community's future will be obtained through interviews and assessments of the economic development and planning development prospective. These cumulative-type assessments allow for assumptions to be made on the types and locations of fire and emergency services assets that will be required over the next 5, 10, and 20-year intervals. Utilizing the criteria of the Insurance Services' Organization rating schedule and consensus codes, and guidance identified in the NFPA's fire protection handbook, along with other publications, an optimum growth plan with cost projections for the Fire Service that will be favorable for the community and the taxpayers will be defined.

2.4 Existing Condition of the Fire Stations

A spatial analysis will be completed on the existing fire stations based on the needs of the department as identified in the various assessments and capabilities analysis. The results of the spatial analysis will be provided in the form of recommendations.

2.5 Service Response (Fire)

A review of the present emergency services response protocols and assignments will be conducted. JLN will utilize delivery standards and bench marking from comparable communities during this portion of the management review.

The review will include detailed assessment of the statistical data of the fire and EMS response to include; assigned assets to the various alarms and events, trend data of the types of alarms and events faced by the East Hampton Fire and EMS Service, a comparison of the data to the consensus standards, and benchmarked data obtained of comparable municipal fire services.

From these analysis' recommendations will be developed that will be keyed to improving service and finding efficiencies for Fire and EMS Service.

The data collection will also identify potential issues, such as labor agreements, need for capitol allocation or realignment of service, that could dictate what needs to be done on the short term, while providing an overview of the bigger picture for long term planning for Fire and EMS service within East Hampton, CT.

2.6 Department Organization

Utilizing the organizational concepts outlined in the various consensus standards and those identified in the benchmarking of similar fire service organization, review response statistics, hazard response information, department demographics and community demographics, analyze the Fire Service present make and organization. Utilizing the findings from the analysis, review and recommend enhancements or changes to the department's methods of operation and department organizational make up. Recommendations for staffing and scheduling enhancements, if necessary, will be included.

2.7 Fire Apparatus and Equipment

As part of the risk-based capability evaluation of East Hampton, CT, the results will be aligned with the present assets of the East Hampton Fire Service. Should a hazard that poses a risk be identified either present day or visioned as part of future growth, recommendations for asset enhancements will be outlined. The capability review will also dovetail the needs of the department should East Hampton Fire undertake future response changes or coverage based on the recommendations of the final report. Correlating the risks, needs and present organization of the fire service in East Hampton, recommendations will be drafted on the types of assets to be purchased with recommended deployment locations, as part of an overall 20 year capitol outlay plan.

2.8 Review Recruitment and Retention Practices

The JLN team will work with the administrative staff in reviewing the process for recruitment and efforts to retain the Fire Service personnel. JLN will look at the turnover rate of the staff. A trend analysis will be developed based on the results of exit interviews or a sampling of recently departed staff who agree to an exit interview. The results will be fed back to department management in the report with recommendations on these following recruitment retention programs, if they apply:

- Process for recruitment of volunteer Firefighters.
- Training and Advancement.
- Performance Awards.
- Length of Service Awards.

2.9 Training

JLN will evaluate the needs of the Fire Service through a task analysis based on the risk in the community, to determine what will be required to maintain and advance the emergency response program of the East Hampton Fire Service. The task analysis will identify new activities the line and senior officers will undertake based on the recommendations from this report. Aligning tasks to specific training objectives ensure the line is provided the appropriate training to perform the job, while keeping it focused to what is actually needed. (Allows training costs to be managed.)

In addition, the training requirements provided to the Fire Service staff will be assessed against the referenced standards.

2.10 Mutual Aid Agreements

Detailed review of the available mutual aid resources will be completed. The availability of apparatus, manpower and other tangible resources will be inventoried. Functional assessment will include compatibility of radio, hose threads, SCBA types and other functional factors to make the mutual response of other resources realistic and efficient.

3.0 ANALYSIS IMPLEMENTATION

3.1 Analysis-Process

Key Scoping Issues to be addressed:

- What are the Fire Protection, Rescue, Emergency response and potential disaster needs of East Hampton, CT?
- Analyze and review of the Fire Service operations:
 - Response time.
 - Staff.
 - Staff availability (average staffing (volunteer response), and time of day availability).
 - Training records
 - Operation and Inspection of equipment and apparatus.
 - Personnel issues and qualifications.
 - Identify gaps between the regulations, the needs of the department, and the needs of the Town.
 - Provide compliance recommendations and options for compliance.
- What response resources are currently available to meet these needs?
 - Inventory and Analysis of each department and station.
 - What can be done and what type of fire service plans have been used and are presently used to meet community growth plans and other issues that impact cost effectiveness of emergency services growth.
- What is the disparity of what is needed and what is available to meet these needs.
 - Community Risk Assessment component.
 - Fire Service Identified Deficiencies.
 - Validation of Fire Service Deficiencies.
 - Capitol Project/Capitol Planning at the Fire Service Level.
 - Capitol Project/Capitol Planning at the Town Level.
 - Comparison of Capitol Planning and Community Risk Assessment.
 - Complete a Risk vs. Resource Gap Analysis.
- What are the community demographics, what is the potential and actual growth expected, and its timeline 5, 10, 15, 20 years?
- What is potential growth of the financial resources (grand list, tax generated revenue) in East Hampton, CT?
- Implement each of the RFP Scoping Items as they dovetail with the JLN Assessment process. Confirm each item is addressed in the final report by tabbing each item in the table of contents.

- Determine options available to enhance protection or maintain protection at a level consistent with standards and guides.
- Identify Strategies for addressing any gaps identified in Gap Analysis.

3.2 JLN will manage the study to address the following Questions/Statements

JLN will prepare this study in order to compile the information learned from the overall community and Fire Service analysis into key components of the fire service delivery system for the Town.

The components will be arranged in a manner the council can adapt and implement as they believe serves the best interest of the Town.

The JLN Team will prepare this study to identify options for delivery that will provide efficiencies, cost control and containment strategies, improved service delivery, and enhance firefighter safety.

The JLN Team will focus on the following options:

- Suitability of maintaining the status quo. (“What happens if we do nothing?”)
- Ability to enhance EMS delivery through initiation of transportation services and/or cost recovery options for current provided services.
- Alternatives for joint operations, particularly with adjacent communities.
- Functional, partial, or full consolidation with neighboring agencies and communities including the cities of Oakland, Berkeley, Piedmont, Albany, and/or Alameda County (Fire Department).
- Contract(s) for services from adjacent agencies for specific services or full scope of fire services to include consideration of all reasonable possibilities.
- Consideration of aspects of volunteerism in delivery of fire services.
- If a partnership (i.e., consolidation, joint operations, or contract model) with an agency or jurisdiction (or more than one agency) is considered and identified as a realistic options,
- The following issues will be addressed:
 - The demographics of each agency’s service area
 - Potential cost control/cost containment, improved efficiencies and/or improved customer service
 - Existing versus future staffing requirements and the effects of consolidation on existing staffing levels in regards to current and future SOC study recommendations

- Critical differences in existing administrative policies, procedures, operating practices, and methods for resolving the differences
- Differences in current service level standards, methods for integrating service levels, and mechanisms to provide local customization of services within the existing jurisdiction
- Critical differences in fire codes and prevention/hazardous materials policies
- Differences in wage, benefits, and retirement programs and policies (total compensation including employer costs) including cost implications, personnel policies, Memorandum of Understandings (MOUs) affecting all Fire Service employees, shift schedules, and methods for integrating the current compensation policies and benefits of the agencies with a comparative matrix .
- The effect of a change in fire suppression operations on the dispatch functions of each agency and available alternatives
- Procedural requirements to accomplish any potential consolidation or contract, including requisite timelines and impact on existing contractual fire protection agreements (automatic aid, mutual aid agreements)
- Identification of all existing financial obligations for each jurisdiction (i.e., pending or outstanding grants, special taxes, workers compensation costs/claims, general liability costs/claims)
- Differences in rank and classification structure, compensation policies and personnel practices, organizational culture and the development of recommendations for addressing these issues
- Differences in operational policies, procedures and practices, and the development of recommendations and training needs for addressing these issues
- Process to establish the legal and management structure of the newly formed organization, respective agreements and contracts necessary to fully implement each proposed service delivery model (i.e., consolidation or contract model)
- Process to establish the governance body of the newly formed organization, respective agreements and contracts necessary to fully implement each proposed service delivery model (i.e., Consolidation or contract model)
- Cost allocation model for each agency
- Identify differences with, and develop recommendations to address integration of information services and communications/dispatching services [i.e., data, voice, network, data collection, data retrieval, NFIRS (National Fire Information Reporting System), PCRs (Patient Care Reports), and communications]
- Recommended solutions for securing administrative support services such as financial services (payroll, accounting, purchasing), telecommunications

and information system management, fleet maintenance, human resource management, employee relations, and legal services

- Address the impact of a complete merger, or any specific consolidation, on all agency's emergency management and disaster preparedness systems (and volunteers)
- Recommendations for any additional funding sources not already being captured and identify impacts on existing and future funding streams (including grants) based on consolidations, contract for services, or the absence thereof
- Recommendations regarding alternate consolidations, regional partnerships, or contract fire protection services
- Identify liaison responsibilities to participate in each affected agency's governance
- Provide a financial forecast for five years regarding cost implications for all affected agencies-if each agency were to remain in current governance model and in each proposed model presented

3.3 Assessment of community risk for proper resource allocation.

This will include:

- Review of population density.
- Review of high value property location.
- Assessment of response times to population centers.
- Assessment of response times to high value property.
- Assessment of response times to high risk properties within East Hampton.
- Identify options for addressing areas of weakness utilizing or enhancing volunteer resources, or if necessary, recommendations on manning.

3.5 Data collection and process

JLN will arrive in East Hampton prepared to begin the management review. The JLN team assigned to this project is aware that during a management review the team will be met with uncertainty from the stake holders. In an effort to ease these reactions the JLN Team will arrive prepared to implement the survey topics by doing up front homework on the various community topics. JLN will then spend time interviewing the stake holders learning about the growth and challenges within the community.

The JLN Team has experience in arriving in communities with stake holder uncertainty. The JLN staff stays independent and focused on the technical issues of the communities emergency services needs.

4.0 QUALIFICATIONS of JLN ASSOCIATES, LLC

JLN Associates, LLC, Fire and Safety Services, is recognized as an industry service provider and is recognized to be well versed in the following industry standards:

- NFPA
- Life Fire Safety Code
- OSHA
- NRC
- DOE
- DOD
- IFSTA

JLN Associates, LLC was recently contracted to provide a Community Risk, Fire Service Capability and Spatial Analysis Report for the Town of Chester, CT. This report is on the Town of Chester web page. JLN has completed these types of Assessments, Reviews and Reports for a number of communities. JLN Team has performed community risk and Fire Service needs assessments for Career Departments, as stated for the Diablo Canyon Fire Service and surrounding San Luis Obispo County California fire stations, and also JLN has completed a community Risk based facilities needs analysis for the Middletown Rhode Island Fire Service.

The JLN Team has recently completed a Community Risk, Fire Service/Spatial Needs Assessment for the Millwood Fire District in Westchester County, New York.

JLN draws from its vast experiences and uses industry experts to address the specific needs within the scope of work identified.

The proposed JLN Team is uniquely qualified to service the needs of East Hampton, CT. Our experience with Fire Service Management, which includes Operations and Management level plans for the fire service and industrial fire response program implementation, program enhancement projects, and, in addition, we offer diverse experiences in firefighting, safety training, EMS, HazMat, pre-planning, emergency response coordination, disaster plan and community relations. Our experience in code compliance, hazard analysis, fire protection system review, installation, testing and commissioning will ensure that the appropriate technical and administrative assistance is provided quickly and accurately.

NFPA Fire Protection Handbook.

NFPA 1141 Fire Protection in Planned Building Group.

NFPA 1201 Standard for Developing Fire Protection Services for the Public.

NFPA 1720 Organization and Deployment of Fire Suppression Operations,
Emergency Medical Operations and Special Operations to the Public by Volunteer Fire Services

NFPA 1221 Standard for the Installation, Maintenance, and use of Public Communication
Systems

NFPA 1231 Standard on Water Supplies for Suburban and Rural Fire Fighting

NFPA 1402 Guide to Building Fire Service Training Centers

NFPA 1600 Recommended Practice for Disaster Management

NFPA 1620 Recommended Practice for Pre-Incident Planning

Insurance Services Rating Schedule

Commission on Fire Accreditation

US Fire Administration RHAVE Program

Various other training and functional responsibility NFPA codes will be used as reference and applied during assessments and recommendation development.

PROPOSED PERSONNEL:

John L. Nickerson, Principal, JLN associates, LLC is proposed as the Project Manager and team lead for these tasks. The resume of Mr. Nickerson and the other team members is included in this proposal. In addition, we are prepared to call upon or utilize specific experts, as needed, during this project.

The Team will include:

- John Nickerson (JLN Management)
- Ben Ragsdale (Fire Service Specialist)
- James Kuzmak (Fire Instructor)
- Carl Sposato (Fire Fighter and EMS Professional)
- Other Staff as assigned based on availability

5.0 COMMERCIAL PROPOSAL

5.1 Man hour Allocations and Estimates

Activities	Interaction Require with Stake holders	Analysis-NFPA 1201,1710,1500 Man hours	Research	Administrative Hours	Total Man Hours Required by JLN
Community Risk	Yes	20	8		28
Fire Service Review	Yes	20	8		28
Management Review	Yes	7	3		15
Stake Holders Meetings	Yes	6	2		10
Data Collection	Yes	8	3		11
Data Verification	Yes	4	2		6
Budget/Finance Comparison	Yes	4	2		6
Report Preparation	No	20	0	5	25
Draft Report Printing and comments	Yes	6	4	3	24
Comment Resolution	Yes	8	2	2	18
Final Report Preparation	No	8		2	16
Administrative Support-Copy/Binding				3	10
Totals		111	34	15	160

5.2 Price

This includes approximately 255 hours of JLN staff time to perform this analysis.

The price includes all expenses and no other charges are expected unless scope changes are agreed upon in advance with the Town.

The scope as described herein can be clarified, and adjusted as necessary. The resulting change(s) can affect the total hours committed to the project.

145 hours @ \$65.00	=	\$9,425.00	
15 hours @ \$33.00	=	\$495.00	
Total Price including all expenses			<u>\$9,920.00</u>

5.3 Insurance

JLN Associates maintains the required insurances. Certificates of Insurance will be provided prior to beginning any work.

6.0 TERMS

Invoice each 30 days

Invoice payable on receipt

Finance charge on balance over 30 days will be maximum allowable by law.

Attachment A
Client and Contract List

**JLN Associates, LLC
Work Experience
Proposal Supplement**

Rhode Island Economic Development Corporation (RIEDC)
Quonset Davisville
Code/Condition Safety and Facility Assessment (40 Buildings)
Approximately 100 Inspections
Technical Support
Various Properties and overall facility
(Old Quonset Air Station/Base)
85K (2000-2001)
Jack Sprenger 401-295-0044

Bridgeport Energy
LS Power
Atlantic Street
Safety Compliance Evaluations
5-17K Fall/Spring 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010,2011,2012
On Budget
Cumulative Contract Value 500K
John Klopp 203-332-8684

Framatone/ANP (ARIVA)
Fort Worth, TX
Safety and Fire Protection Compliance
Approximately 60+ Daily Inspections
75K (On Budget) Fall 2003
Cal Banning 817-737-1145

Dominion Nuclear CT
Millstone Waterford
Fire Protection Program Implementation
Approximately Facility Inspection 200+ Inspections as part of staffing support (2.5 M)
5000 fire and safety components per month Inspected
Steve Garvin 860-444-5353, Management Restructure, no longer works at the site

Chester CT
Chester Fire Service
Community Risk Assessment and Facilities Assessment
Spring 2004
Chief Green 860-399-7921

Sprague CT
Baltic Fire Service
Community Risk, Fire Service Operations and Facilities Study
Chief Robert Tardiff
Bushnell Hollow Road P.O. Box 314
Baltic, CT 06330
860-822-6580

Diablo Canyon/San Luis Obispo CA
Fire Department Capabilities Assessment
David Gouvia
PO Box 56
Avila Beach CA 93424
Phone 805-545-4175
Contract Value 60K

Sanofi Pasteur
Facility Compliance Inspections and Code Assessment
50 Structures/ 600+ Inspections (Pa. Nevada, Missouri)
CAD Drawing Development
Emergency Response Capabilities Assessment
On going Inspection Support (1000 components monthly, 50 facilities monthly)
Cumulative Contact value 1.8 Million
Joe Occupinti

Lake Road Generating Facilities
Safety Inspections and Code Compliance
Plants Outages 2007, 2008
300+ Inspections
Alexander Parkway
Dayville Connecticut
Cumulative Contract Value 200K

Granite Ridge Generating Facility
Environmental and Occupational Safety Compliance
50+ Inspections 2008
Video Production Safety Compliance Topics
North Wentworth Drive
Londonderry NH
Larry Hawk
Cumulative Contract Value 100K

NRG Montville Facility
Safety Inspections and Code Compliance
Plants Outages, 2008
Video Production of Safety Compliance Topics
45+ Inspections
Health and Safety Procedure Reviews and Revisions
Lathrop Road
Montville Connecticut, 06382
(860) 367-5823
Cumulative Contract Value 50K
Contact Dave DesRoberts

NRG Middletown Station
Safety Inspections and Code Compliance
Plants Outages, 2008
Video Production of Safety Compliance Topics
45+ Inspections
Primary Incident Investigator
Cumulative Contract Value 500K
River Road
Middletown CT
(860) 235-8279
Contact Rich Brophy

Casco Bay Generating Facility
Safety Inspections and Code Compliance
Procedure and Program Development
Plants Outages 2008
300+ Inspections
125 Shore Road
Veazie Maine 044101
(207) 973-1222
Cumulative Contract Value 200K
Contact: Brian Ahern

Yale University, Central Power Plant
Life Safety Inspection and Code Compliance
Detection System Failure Investigation
Portable Extinguisher Placement Evaluation
50 Tower Parkway
New Haven, CT
(203) 432-7317
Cumulative Contract Value: 12K
Contact: Thomas Starr

Dana Driveshaft Products, LLC
Detection System Troubleshooting
South Keim Street
Pottstown, PA
(610) 327-6229
Cumulative Contract Value: 6.8K
Contact: David Sigenfusen

Daisy Ingraham Elementary School
Westbrook Board of Education
Code Compliance Inspection
Detection System Upgrade Project Manager
McVeigh Road
Westbrook, Connecticut
(860) 399-6432
Cumulative Contract Value: 4K
Contact: Patricia Charles

Schaefer Systems
Walgreens Distribution Center/ Practical Safety Solutions
Construction Safety Manager
Safety Orientation Training
Cumulative Contract Value: 30K

**Nancy Hasselman, CCMC
Collector of Revenue
Town of East Hampton**

February 7, 2013

To: The East Hampton Town Council

Documentation of tax refunds are available in the tax office for your review if you so desire. The total refunds equal \$2,407.91.

Thank you for your assistance.

Nancy Hasselman, CCMC

Nancy Hasselman, CCMC
Collector of Revenue

38.88 +
26.23 +
27.68 +
115.82 +
132.52 +
347.17 +
77.04 +
620.00 +
1,022.57 +
2,407.91 *

0.0