

IT Advisory Board

Date: 9/13/2011 / 7:30PM

Location: Fire Conference Rm. @ Public Safety Building

Attendance: Opened @ 8:06pm Closed @ 9:30pm	Board Members: All present Guests: Paul Rekos, Brian Kuehl, Paul Zbikowski
Agenda	Minutes
Past minutes approval - 8/18/2011 Minutes	Motion to accept minutes of 8/18/2011 Motion: Duncan P. Second: Joe K. Motion: Approved unanimously
Town infrastructure upgrade - AMT capital item <ul style="list-style-type: none">• status• goals• technology selection• planning	Committee decides to proceed with fiber install. Guardian will be brought in to produce engineered drawings for installation of the system. Pricing plan is to buy from State list.
discussion of preliminary table of contents for the strategic plan <ul style="list-style-type: none">• review past plan TOC/Goals• review preliminary content to date	Confirm process/procedure for ASH depts. to purchase/replace new hardware. Will all purchases be approved by IT committee? If yes, process will need strict timeline protocols to ensure timely delivery of equipment to depts. Est. DOC: xx/xx/xx Need to see specific dept budgets or entire pool to make sure that things stay on target. Begin process of creating work/user types. Use base parameters from various depts. and establish "best practices" for purchase/procurement Est. DOC: xx/xx/xx Meet with TA to establish procedures/policies. Est. DOC: xx/xx/xx

	<p>computer inventory - majority of work for equipment in AFD/EMS is done by Paul's personal laptop... (this is a large a security/productivity issue)</p> <ul style="list-style-type: none"> ● training software (now & future) interfaces with Engines, thermal imaging, gas meters, fire alarms, ... ● if not using laptop remotely, "light" can be done by phone/text <p>Simulation Training</p> <ul style="list-style-type: none"> ● Fire Act Grant <ul style="list-style-type: none"> ○ Flame Sim (http://www.flame-sim.com/overview/) ○ Physical Sim module for grant, too ● certification of incident commanders ● replacement of vehicles ● fire fighter fitness
AFD/EMS - presentation... Open discussion of their IT needs...	process, comments - to ensure that we are buying on time as needed

Documentation: Quote #:597276730 and Quote #:597277966 both concerning equipment for Ashburnham FD