

HEALTH, WELFARE AND PUBLIC SAFETY COMMITTEE
MEETING AGENDA
September 26, 2019
7:00 PM, ROOM 231 City Hall

- I. Welcome and Roll Call**
- II. Approval of July 25, 2019 Minutes**
- III. Public Participation**
- IV. New Business**

Action Items

Police Department

- 1a. Authorize the Purchasing agent, Sharon Connors, to execute a purchase order on behalf of the Police Department to First Priority Group (FPG) for the purchase of an Emergency Services Command vehicle, as per Sole source procurement request, for an amount not to exceed \$129,500.00. Account # 0917301 5777 and 030000 2660.
- 1b. Authorize the Police Chief, Thomas Kulhawik to execute change order(s) to the above contract \$6,500.00. Account # 0917301 5777 and 030000 2660.
- 2a. Authorize the Purchase Agent, Sharon Connors, to execute a purchase order on behalf of the Police Department to Superior K-9 Services for the purchase and training of two Police dogs for an amount not to exceed \$31,500.00. Account # 030000 2664.
- 2b. Authorize the Police Chief, Thomas Kulhawik to execute change order(s) on to the above purchase not to exceed, \$1,750.00. Account # 030000 2664.
- 3. Authorize the Mayor, Harry W. Rilling, to execute a Memorandum of Understanding (MOU) between Federal Correctional Institute – Danbury, CT, Federal Bureau of Prisons, United States Department of Justice and the Norwalk Police Department, Norwalk, CT for the purpose of permitting the Norwalk Police Department to use the firing ranges, training building and parking area for training purposes, in accordance with the terms and conditions of the MOU.
- 4. Authorize the Mayor Harry W. Rilling, upon recommendation and advice by the City of Norwalk Corporation Counsel and/or Assistant Corporation Counsel, to enter into no charge agreements for use and access of private property located in the City of Norwalk for police training purposes through the third Tuesday of November 2021. See enclosed Memorandum of Thomas Kulhawik dated September 4, 2019.

Health Department

- 5a. Authorize the Mayor, Harry W. Rilling, to execute any and all documents necessary to apply for and accept grant funds from Ledge Light Health District in the amount of \$63,288 for the period beginning July 1, 2019 through June 30, 2020 for public health emergency preparedness.
- 5b. Authorize the Mayor, Harry W. Rilling, to execute and any and all agreements, documents, instruments or amendments as may be necessary to implement the public health emergency preparedness grant for the period beginning July 1, 2019 through June 30, 2020.

Discussion Items:

- 1. Bike/Walk Advisory Commission Annual Report
- 2. Garbage
- 3. Bullying

**CITY OF NORWALK
HEALTH, WELFARE, PUBLIC SAFETY COMMITTEE
July 25, 2019**

ATTENDANCE: Nick Sacchinelli, Chairman; Chris Yerinides; George Tsiranides;
Colin Hosten

STAFF: Deanna D'Amore, Director of Health; Deputy Chief Zecca, Norwalk
Police Dept; David Walenczyk, Youth Services Director

I. WELCOME - ROLL CALL

Mr. Sacchinelli began the meeting at 7:00 p.m. and stated that three members were in attendance. The meeting would officially be called to order once the fourth member arrived.

III. PUBLIC PARTICIPATION

There was no public participation this evening.

IV. NEW BUSINESS

Action Items:

Youth Services

1. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO SIGN FOR, AND ACCEPT, THE YOUTH SERVICE BUREAU (YSB) GRANT AWARD FROM THE STATE OF CONNECTICUT, DEPARTMENT OF CHILDREN AND FAMILIES (DCF) FOR THE FISCAL YEARS 2020-2021. THE ALLOCATED AMOUNT FOR THE 2020 YEAR IS \$54,847.

Mr. Walenczyk said this is a non-competitive grant and he has submitted the application to the state and the amount they will be receiving is the same as they had gotten last year, and the funds are used to subsidize the salaries of the employees that are working in the Youth Services department. He said they also receive an enhancement grant but he does not yet know the exact amount that will be but last

year they had received approximately \$7,000. He said those funds will be used for programs and they have used the funds in the past for the peer connection program and if they receive extra funding which they are anticipating they will be bringing back the art program which is an anger management program for teens. Mr. Sacchinelli said he will forward the action item to the full Council.

Mr. Hosten joined the meeting at 7:17 PM. The meeting was officially called to order by Mr. Sacchinelli as a quorum was present. He went back to approval of minutes because there was a quorum.

II. APPROVAL OF MINUTES

June 27, 2019

**** MR. TSIRANIDES MOVED TO APPROVE THE MINUTES FROM THE MEETING OF JUNE 27, 2019 AS AMENDED.**

**** THE MOTION PASSED WITH UNANIMOUSLY.**

IV. NEW BUSINESS

Police Department

2. AUTHORIZE THE PURCHASING AGENT TO EXECUTE A PURCHASE ORDER, ON BEHALF OF THE NORWALK POLICE DEPARTMENT, TO MHQ, INC. UNDER CT CONTRACT #12PSX0194, FOR THE PURCHASE OF TWELVE (12) 2020 FORD UTILITY INCERCEPTORS AWD FOR THE AMOUNT NOT TO EXCEED \$407,000.00. ACCOUNT 01353-5731

Deputy Chief Zecca said they are looking to purchase 12 SUV's and that 10 of them will be used for front line vehicles and two will be used for the canine officers.

**** MR. TSIRANIDES MOVED TO APROVE THE ITEM.**

**** THE MOTION PASSED UNANIMOUSLY.**

3. AUTHORIZE THE PURCHASING AGENT TO EXECUTE A PURCHASE ORDER ON BEHALF OF THE POLICE DEPARTMENT TO LOW BIDDER, FLEET AUTO SUPPLY, LLC FOR THE PURCHASE AND INSTALLATION OF (12) FORD UTILITY INTERCEPTORS UNDER PROJECT #3768, NOT TO EXCEED \$168,000. ACCOUNT 01353-5731.

Deputy Chief Zecca said that the amount will need to be amended to \$183,000 because she did not have the final quote when she had written the authorization. Mr. Sacchinelli asked if they are moving to all the SUV's. Deputy Chief Zecca said "yes" and that all of the front line vehicles are SUV's. Mr. Sacchinelli asked if they have the same life span. Deputy Chief Zecca said "yes" and the officers seem to prefer the SUV and for font line patrol cars and there is no longer a good option and they are much safer. Mr. Yerinides asked if they will be all black. Deputy Chief Zecca said "yes" with gold writing

and it is less expensive to do all one color. Mr. Yerinides asked if there are any vehicles that are easy to identify. Deputy Chief Zecca most of the vehicles have light bars so they are very identifiable as police vehicles. Mr. Yerinides asked if the old cars will be auctioned. Deputy Chief Zecca said they will be passed down to other divisions.

**** MR. TSIRANIDES MOVED TO AMEND THE ITEM TO CHANGE THE NOT TO EXCEED AMOUNT FROM \$168,000 TO \$183,000**

**** THE MOTION PASSED UNANIMOUSLY.**

**** MR. TSIRANISIES MOVED TO APPROVE THE ITEM AS AMENDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

4. AUTHORIZE THE MAYOR, HARRY W. RILLING TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE CONNECTICUT DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION FOR THE SHARED USE OF THE CONNECTICUT LAND MOBILE RADIO NETWORK (CLMRN).

Deputy Chief Zecca said the infrastructure is outdated and they have been patching it together for years and they want to overhaul the entire radio system and have determined that going on the State's system would be the best option, and they are currently in discussions with them and Motorola to begin moving the planning of that forward. Mr. Yerinides asked if there will be information that will need to be shared with the State. Deputy Chief Zecca said that they will be using their infrastructure and there may be a need for additional equipment to increase the coverage in Norwalk. Mr. Yerinides asked if the State will be getting anything that they currently don't have in the City of Norwalk. Deputy Chief Zecca said anyone who is sharing on the system would share in the increased coverage. Mr. Yerinides asked if more or fewer people will be able to know what is happening in Norwalk. Deputy Chief Zecca said it will be beneficial to be able to be in contact with other Police Departments. Mr. Hosten said that the City of Norwalk currently does not share information with Federal authorities regarding immigration status and asked if this will have any impact on that policy. Deputy Chief Zecca said she doesn't see how it would.

**** MR. YERINIDES MOVED TO APPROVE THE ITEM.**

**** THE MOTION PASSED UNANIMOUSLY.**

5. AUTHORIZE THE POLICE CHIEF THOMAS KULHAWIK TO EXECUTE ANY AND ALL AGREEMENTS, DOCUMENTS OR AMENDMENTS AS MAY BE NECESSARY TO IMPLEMENT THE MEMORANDUM OF UNDERSTANDING RELATED TO THE CONNECTICUT LAND MOBILE RADIO NETWORK.

**** MR. YERINIDES MOVED TO APPROVE THE ITEM.**

**** THE MOTION PASSED UNANIMOUSLY.**

Discussion Items:

1. Measles

Ms. D'Amore presented and said when measles presents itself it comes with a very high fever, and the rash appears three to five days after the symptoms begin. It could be difficult to know if you have measles until after the rash is developed. She said it is a serious disease and is very contagious. She said that it is more contagious than the Ebola virus. This year the measles cases have increased and it is recommended that the first dose of vaccine be given between one and two years old the second between four and six years old. Ms. D'Amore said that Connecticut has an immunization action plan that tracks children up to the age of two to see how up to date they are with vaccine schedule and currently 87% of children up to the age of two are up to date with the recommended schedule in Connecticut, and Norwalk is the highest with 93%. There is a program within the Health Department that covers Norwalk, Wilton, Westport, Weston and New Canaan, and is through the State Health Department and they follow everyone who is in the system to see if they are up to date and staff will contact those who are not and connect them back into vaccine services. Currently every child that is going into school is required to have the measles vaccine, but there are two exceptions to that: a religious exemption and a medical exemption. State legislators have been thinking about the religious exemption and thinking about whether it should or shouldn't be eliminated. The State legislators have asked the State Health Commissioner to give an opinion on it. Mr. Holsten asked if it is tracked on how many people request the exemptions. Ms. D'Amore said "yes" and reviewed the percentages within the schools. She said that the State is seeing an upward trend with incoming kindergarteners that are requesting a religious exemption. Mr. Sacchinelli asked if there has ever been municipal enforcement. Ms. D'Amore said she does not believe they have the authority as a municipality to set laws around vaccination requirements but she could check with the Law Department. She gave an overview of the measles response plan and said that the state and local Health Departments have joint responsibilities to deal with the issues, and the State Health Department takes the lead in confirming cases and notify the Health Departments in their jurisdictions that has either had or been exposed to measles and it their job to do contact tracing. Mr. Sacchinelli asked what the best way to get the message of the importance of vaccinations is to the public. Ms. D'Amore said that she will speak with Ms. Argondezzi, Health Educator, about ways to do more messaging around measles. The committee also agreed to write a resolution to be reviewed at the next meeting.

V. ADJOURNMENT

**** MR. TSIRANIDES MOVED TO ADJOURN.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Dilene Byrd
Telesco Secretarial Services

Norwalk Police Department Administration

Memo

To: Common Council Members
From: Deputy Chief Susan Zecca
Date: September 4, 2019
Re: Purchase Authorizations

The Police Department previously received approval in the Capitol budget for a Command Vehicle. The project was put out to bid and then re-bid under project #3933. We did not receive any responses to the bid request. We are requesting a sole source purchase of this specialized vehicle from First Priority Group. A copy of Sole Source request and price quote are attached for your review.

The Police Department currently has two Police dogs that are nine years old that we need to replace due to age. We have secured three quotes for the dogs. Superior K-9 Services is the preferred vendor for the dogs as they currently provide monthly in-service training sessions at no cost. Superior K-9 Services is a local vendor and has a history of providing quality dogs and training to the Norwalk Police Department. The purchase will be funded out of the K-9 unit donation account. A copy of the three quotes and explanation are attached.

The Police Department is seeking to use the firing range at the Federal Correctional Institute in Danbury, CT for training purposes. Assistant Corporation Council, Christie Jean reviewed the attached Memorandum of Understanding (MOU) for use of such facilities.

The Police Department is also seeking authorization to use private property facilities for training. Chief Kulhawik's attached memo explains this request in detail.

We are requesting the following authorizations:

- 1a. Authorize the Purchasing agent, Sharon Connors, to execute a purchase order on behalf of the Police Department to First Priority Group (FPG) for the purchase of an Emergency Services Command vehicle, as per Sole source procurement request, for an amount not to exceed \$129,500.00. Account # 0917301 5777 and 030000 2660.
- 1b. Authorize the Police Chief, Thomas Kulhawik to execute change order(s) to the above contract \$6,500.00. Account # 0917301 5777 and 030000 2660.

- 2a. Authorize the Purchase Agent, Sharon Connors, to execute a purchase order on behalf of the Police Department to Superior K-9 Services for the purchase and training of two Police dogs for an amount not to exceed \$31,500.00. Account # 030000 2664.
- 2b. Authorize the Police Chief, Thomas Kulhawik to execute change order(s) on to the above purchase not to exceed, \$1,750.00. Account # 030000 2664.
3. Authorize the Mayor, Harry W. Rilling, to execute a Memorandum of Understanding (MOU) between Federal Correctional Institute – Danbury, CT, Federal Bureau of Prisons, United States Department of Justice and the Norwalk Police Department, Norwalk, CT for the purpose of permitting the Norwalk Police Department to use the firing ranges, training building and parking area for training purposes, in accordance with the terms and conditions of the MOU.
4. Authorize the Mayor Harry W. Rilling, upon recommendation and advice by the City of Norwalk Corporation Counsel and/or Assistant Corporation Counsel, to enter into no charge agreements for use and access of private property located in the City of Norwalk for police training purposes through the third Tuesday of November 2021. See enclosed Memorandum of Thomas Kulhawik dated September 4, 2019.

SOLE SOURCE PROCUREMENT REQUEST

Date - August 29, 2019

Please read the Sole Source procurement Policy printed on page 2 before filling out this request. This form is to be used in conjunction with the Procurement Request Form.

Briefly describe the scope of services or equipment needed. Attach a **Procurement Request Form** and complete specifications.

Emergency Services Command Vehicle

This purchase qualifies as a Sole Source procurement for the following reason(s):

- ☐ The compatibility of equipment is of paramount consideration.
- ☐ The compatibility of accessories, replacement parts is of paramount consideration.
- ☐ The sole supplier's item is needed for trial use or testing.
- ☐ The sole supplier's item is to be produced for resale or donation.
- ☐ A Public utility service
- ☒ Other, please explain -
No bids received per BID #3933R

Outline any research you did in determining that this vendor is the only one able to supply this item or service. Be specific as to names and addresses of firms or people contacted. Attach supportive documentation.

This is a highly customized vehicle specifically designed to storage to fit needed equipment. The project was put out to bid and then rebid under Bid # 3933. No bids were received either time. We have worked with First Priority Global to design a vehicle that will meet our needs. We have not found another company within close proximity that has experience building these type vehicles.

Department Head's Signature

The Purchasing Agent

☒ Supports ☐ Does not support

Corporation Council

☒ Supports ☐ Does not support

This request for a sole source purchase

Signature

Signature

SOLE SOURCE PROCUREMENT REQUEST

Date - August 29, 2019

Please read the Sole Source procurement Policy printed on page 2 before filling out this request. This form is to be used in conjunction with the Procurement Request Form.

Briefly describe the scope of services or equipment needed. Attach a Procurement Request Form and complete specifications.

Emergency Services Command Vehicle

This purchase qualifies as a Sole Source procurement for the following reason(s):

- ☐ The compatibility of equipment is of paramount consideration.
- ☐ The compatibility of accessories, replacement parts is of paramount consideration.
- ☐ The sole supplier's item is needed for trial use or testing.
- ☐ The sole supplier's item is to be produced for resale or donation.
- ☐ A Public utility service
- ☒ Other, please explain -
No bids received per BID #3933R

Outline any research you did in determining that this vendor is the only one able to supply this item or service. Be specific as to names and addresses of firms or people contacted. Attach supportive documentation.

This is a highly customized vehicle specifically designed to storage to fit needed equipment. The project was put out to bid and then rebid under Bid # 3933. No bids were received either time. We have worked with First Priority Global to design a vehicle that will meet our needs. We have not found another company within close proximity that has experience building these type vehicles.

Department Head's Signature

The Purchasing Agent

Corporation Council

☐ Supports ☐ Does not support ☐ Supports ☐ Does not support

This request for a sole source purchase

Signature

Signature



QUOTATION

Norwalk Police Dept
One Monroe St
Norwalk, CT 06854
203-8543002
TBlake@norwalkct.org

Exp. Date: 01/05/2020
Quote No: 10115-0009
08/30/2019

Page 1

PART NO	S	DESCRIPTION	QTY	ID
	S	2020 FORD F-550 SD SUPER CAB	1	FP17
C0-06-0003		FPEV ELECTRICAL HARNESS, NYC	1	FP17
C0-06-0421		FAST IDLE MODULE, FORD, INT-UTIL, EXPED	1	FP17
C0-08-0021		WHELEN CENCOM CARBIDE SIREN & LIGHT CONTROLLER	1	FP17
C0-08-0302		SPEAKER, 100W, WHELEN, SA-315P	2	FP17
C0-09-0009		WHELEN LEGACY, 54 WIDE, DUO LED, FULLY POPULATED	1	FP17
C0-12-0005		DOME LIGHT, R/W LED, WHELEN 60CREGCS	1	FP17
C0-17-0666	X	REAR COMPARTMENT SLIDE OUT TRAY	1	
C0-17-0671	S	SHELF, ADJUSTABLE, 24 IN WIDE X 48 IN LONG. INCLUDES SHELF TRACKS.	2	FP17
C0-17-0673		SHELF, ADJUSTABLE, 24 IN WIDE X 96 LONG. INCLUDES SHELF TRACKS.	2	FP17
C0-17-0705		APPLY D/A FINISH TO SMOOTH ALUMINUM	1	FP17
C0-19-0101	S	GRAPHICS, REAR CHEVRON , 2 COLOR 3M SCOTCHLITE	1	FP17
E0-04-0001		BODY CONSTRUCTION OVERVIEW	1	FP17
E0-04-0105		APPARATUS BODY, 10 FT CLOSED BODY 7 COMPARTMENTS (NO DOORS)	1	FP17
E0-04-0150	S	COMPARTMENT DIMENSIONS	1	FP17
E0-04-0167		FULL LENGTH STORAGE	1	FP17
E0-04-0168		TRANSVERSE COMPARTMENT	1	FP17
E0-04-0175		ALUMUNUM HINGED DOOR	6	FP17
E0-04-0187		LOWER BODY RUB RAILS	1	FP17
E0-04-0188		WHEEL WELL LINERS	1	FP17
E0-04-0189		FUEL FILL	1	FP17
E0-04-0192		DIAMOND PLATE PROTECTION PACKAGE	1	FP17
E0-04-0195		REAR STEP BUMPER	1	FP17
E0-04-0198		BODY MOUNTING	1	FP17
E0-04-0199	X	BODY LADDER	1	
E0-06-0721		20A KUSSMAUL SUPER AUTO EJECT INLET	1	FP17
E0-06-1002		INSTALLATION OF MOBILE RADIO, SINGLE HEAD, LABOR ONLY	1	FP17
E0-08-0321		RUMBLER3, LOW FREQUENCY SIREN	1	FP17
E0-09-0201	S	GRILLE, M6 LED, ON GRILLE, SOLID COLOR	2	FP17
E0-10-0401		WHELEN M6 LED, ABOVE REAR WHEELS. SINGLE COLOR. CHROME FLANGE.	2	FP17
E0-10-0451	S	WHELEN M6 LED, HIGH ON THE BODY SIDE. CENTERED. SINGLE COLOR. CHROME FLANGE.	4	FP17
E0-10-1005		WHELEN 0S SERIES MARKER LIGHT PKG	1	FP17
E0-10-1010		FEDERAL SIGNAL TRIPLE LIGHT ASSEMBLIES	1	FP17
E0-11-0020		(6) LED UNERBODY GROUND LIGHTING	1	FP17
E0-14-0002		RUNNING BOARDS FOR EXTENED CABS	1	FP17
E0-14-0101		> PUSH BUMPER, DIVERSIFIED, NON-WINCH, BLACK	1	FP17

PART NO	S	DESCRIPTION	QTY	ID	
E0-14-0121		> WINCH, WARN, 16,500 LB PERMANENT MOUNT.	1	FP17	
E0-14-0205		> HITCH, CUSTOM CLASS 5 WITH WIRING	1	FP17	
E0-18-0202	S	BASE/ CLEAR, 108"L ESU WITH SWING DOORS	1	FP17	
E1-04-0005		COMPARTMENT LIGHT, WHELEN PSCDCR	7	FP17	
E1-04-0010		COMPARTMENT DOOR AJAR INDICATOR LIGHT, LED	1	FP17	
E1-04-1450	X	BANG BOX	1		
E1-04-1455	X <	CAB CABINET GUN RACK	1		
W0-01-0030		GRAPHICS LIMITED LIFETIME WARRANTY	1	FP17	
		Total			129,226.14

First Priority Global

One (1)

2020 FORD F-550 SD SUPER CAB

BLACK 2020 FORD F-550 SD SUPER CAB
4X4 168" WHEELBASE 60" CAB TO AXLE
DUAL REAR WHEELS
POWESTROKE 6.7L 330 HP DIESEL ENGINE
6 SPEED TORQSHIFT TRANSMISSION WITH OVERDRIVE
FRONT MONO-BEAM INDEPENDENT SUSPENSION HD SHOCKS
LIMITED SLIP DIFFERENTIAL 4:10 RATIO
WHEELS 19.5 X 6 STEEL WHEELS WITH LT225/70GBSW TIRES
SUPER CAB 4 DOORS TWO REAR DOORS REVERSED
BLACK GRILLE AND MIRRORS
AIR CONDITIONING
POWER WINDOWS/ POWER DOOR LOCKS
MANUAL TILT/ TELESCOPIC STEERING WHEEL
4-WHEEL ABS BRAKES 4-WHEEL DISC BRAKES
AM/FM RADIO 4 SPEAKERS FIXED ANTENNA
HALOGEN AERO- COMPOSITE HEADLIGHTS DELAY OFF
INTERMITTENT WINDSHIELD WIPERS
BACK UP CAMERA
CURB WEIGHT 8,102LBS PAYLOAD 9,940 LBS GVWR 18,000 LBS
SEATING 40-20-40 SPLIT FRONT

One (1)

C0-06-0003

FPEV ELECTRICAL HARNESS. NYC

Included with this conversion is an FPEV vehicle specific custom harness system throughout the vehicle including OEM factory style plugs and connectors. All wiring shall be GXL wire function coded every 4" and the harness system utilizing a minimum of 10 different colors and shall be protected with high temperature convoluted loom. There are no splices or connectors within any harness and anywhere it passes through a wall a snap ring grommet is included. OEM factory style plug in connectors are used where possible eliminating cutting and splicing into factory wiring.

First Priority Global

As per New York City Standards, all Connections shall be soldered and covered with heat shrink tubing. The use of scotchlok or butt connectors will not be used. Exterior light heads will be connected with Deutsch connectors for servability.

One (1)
C0-06-0421

FAST IDLE MODULE, FORD, INT-UTIL, EXPED

Electronic high idle control module. Operates while vehicle is "Park" to raise RPMs to peak alternator output range. Module shall connect through vehicle's computer input port or to gas pedal electronics using oem matching plugs.

One (1)
E0-04-0001

BODY CONSTRUCTION OVERVIEW

The body shall be constructed of custom designed aluminum extrusions and aluminum plate. The body is designed and engineered specifically for fire and rescue emergency vehicles. The body is constructed to meet the heavy duty cycle of the emergency services.

The body shall be all heliarc welded assembled for maximum strength and integrity throughout the entire body.

The aluminum extrusions will be designed as structural shapes which are an alloy of 6061 and heat treated to a temper of T-6. This will insure an ultimate strength of 42,000 psi in all structural areas.

One (1)
E0-04-0105

APPARATUS BODY, 10 FT CLOSED BODY 7 COMPARTMENTS (NO DOORS)

The apparatus body will be 120" Long X 93" Wide X 67" High with a Rear compartment 49"W X 106"L (3) Compartments each side. (1) Rear compartment. The body is for a DUAL Wheel cab chassis with 60" cab to axle. The body is fabricated of all aluminum sheets and aluminum extrusions. The construction method is all welded not riveted or bolted together.

One (1)
E0-04-0150

COMPARTMENT DIMENSIONS

LEFT SIDE FRONT COMPARTMENT

Compartment # 1

30" wide x 60" high x 93" deep Transverse
_____ vertically hinged door

The following to be installed: (1) Adjustable Shelf and Bang Box

LEFT SIDE WHEELWHEEL COMPARTMENT

COMPARTMENT #2

45 " wide x 34 " high x 93 " deep Transverse
Vertically hinged doors

The following to be installed: (1) Adjustable Shelf

LEFT SIDE REAR COMPARTMENT

Compartment #3

34" wide x 60 " high x 23 " deep
_____ Vertically hinged door

First Priority Global

The following to be installed: (1) Adjustable Shelf

RIGHT SIDE FRONT COMPARTMENT

Compartment #4

30" wide x 60 " high x 93" deep Transverse
_____ Vertically hinged door

The following to be installed: Adjustable Shelf

RIGHT SIDE WHEELWELL COMPARTMENT COMPARTMENT #5

46 " wide x 34" high x 93 " deep Transverse
Vertically hinged doors

The following to be installed: Adjustable Shelf

RIGHT SIDE REAR COMPARTMENT COMPARTMENT #6

34 " wide x 60 " high x 23 " deep
Vertically hinged doors

The following to be installed: (1) Adjustable Shelf and Shields

REAR COMPARTMENT COMPARTMENT #7

44 " wide x 48 " high x 34" deep
Vertically hinged doors

The following to be installed: (1) HD roll out 2 level tray.
Top of this compartment will have a full depth storage area for long equipment Ladder ETC

One (1)
E0-04-0167

FULL LENGTH STORAGE

Rear access interior storage.

There will be a storage area in the upper roof line inside of the body. The storage compartment will be approximately 46" Wide X 12" H x as long as the interior of the body. There will be access to the storage compartment from the rear compartments doors.

One (1)
E0-04-0168

TRANSVERSE COMPARTMENT

First Priority Global

There will be an area located above the chassis frame rails. This area will connect the left side if the body to the right side.

This compartment will be located in compartment L1 and connect to compartment R2

This thru compartment will start at the forward compartment panel and be 31" back to the rear compartment panel. The height will be from the floor of the thru compartment up 30".

Six (6)
E0-04-0175

ALUMUNUM HINGED DOOR

All door edges and door frames are constructed of a specially designed aluminum shape of 5052-H32 alloy and tempered with an ultimate strength of 42,000 psi. All door frames will be heliarc welded to the exterior sheets and to the side structure channels. The exterior sheets fit over the door frame and are welded to the frame from the inside of the body. The door edges are all heliarc welded together and to the outer panels. Exterior door panels are .125" thick 5052-1132 aluminum plate with an ultimate strength of 38,000 psi. The panel fits into the door edge extrusion and is welded to the extrusion from the inside of the door.

The inner door liner is constructed of aluminum diamond plate sheets with an alloy and temper of 3003-1112. The liner will be fastened to the door extrusion with stainless steel, the same heavy duty manner as the main compartment and access doors.

STAINLESS STEEL DOOR HINGES

All exterior compartment doors shall access doors and will be e~uipped with a three (3) inch stainless steel, continuous hinge. The hinge will have a full length 1/4" stainless steel pin. All hinges will be bolted to the door and door frame with 1/4" stainless steel bolts for easy removal if damaged. The hinge will be separated from the door and frame by a mylar strip which is a corrosion barrier.

RUBBER DOOR GASKETS

All compartment door jambs are to be completely sealed with rubber automotive tube type gaskets. The gasket will be adhesive bonded into place and will be completely compressible to prevent the intake of water and dirt.

All second opening door will be equipped A center seal bar that will also have a tube type rubber gasket.

DOOR SPRING HOLD BACKS

All doors are to be equipped with a spring opener and closer type unit. The door springs are to be bolted to the door and a fabricated spring hold bracket. The door spring will operate on a 50/50 principle, if the door is partially opened it will close, or if the door is over halfway open it will open fully.

ANODIZED DRIP MOLDINGS

In addition to the extruded railings being incorporated into the roof radius, there will also be a supplemental drip railing provided at the tops of the compartmentation.

First Priority Global

GAS DOOR HOLDERS

The horizontally hinged compartment door(s) shall be held in a 90 degree position with a gas filled hold down device. Each end of the device is a ball socket type. The hold open device shall be pound rated as to the weight of the door. The arm will have cam type action which will react after the door closes over 50%. The arm will be bracketed and bolted into place with 1/4-20 stainless steel bolts that are tap threaded. NO RIVETS OR SCREWS WILL BE USED.

D-RING SLAM LOCKS

The door exterior compartments shall be equipped with an A.L.Hansen model #2102 door handle equipped with a stainless steel locking bent "D" ring. The handle shall be of an offset type and shall be used with a "gloved" hand.

When the compartment has a double door. The second door will have a chrome interior recessed paddle handle to control the second door latch from the inside of the compartment.

The door handle shall be bolted in place to allow for easy repair and replacement if damaged. The latching device shall be a Thomas model #R400 Two Detent "Slamming" type lock. The slam latches will be controlled with connecting rods. NO CABLES ARE USED.

One (1)
E0-04-0187

LOWER BODY RUB RAILS

The apparatus will be equipped with heavy duty rub rails to prevent body damage should the apparatus be "scuffed" against upright objects.

These rub rails will be constructed of 3" aluminum structural channels. The rub rails will be designed as to form a "c" shaped type channel. These rails are to be contoured at each end to the shape of the apparatus body fenders. A minimum of a .250" space will be left between the body and the railing to help defray any damage to the body if the rub rails are hit. The rail will be easily replaceable and not integral.

These rub rails will be mounted utilizing stainless steel nut, nylon spaces, bolts and lock washers for ease of replacement.

One (1)
E0-04-0188

WHEEL WELL LINERS

The wheelwell openings will be a sufficient size to permit the utilization of tire chains or other traction devices. Each wheel housing will have full fender linings. The lining will be .090 aluminum. The linings will be rolled as to eliminate pockets that will trap and collect dirt. The liners will be fully seam welded and capped to the inside.

The inner skirt will be .125" thick smooth aluminum sheet that is welded into place. The outer surface will be aluminum diamond plate. The wheel edge will be trimmed with a rolled aluminum fender that is bolted in place with stainless steel bolts and nuts. The area inbetween the fender and skirt will be trimmed with a black welt trim. The fender will have a approximate radius of 18".

One (1)
E0-04-0189

FUEL FILL

The body will have a recessed fuel filler. The filler neck will be recessed in the body. The filler door will be

First Priority Global

satin finished aluminum plate and hinged to the fender well skirt. The fuel filler neck will be OEM supplied and filler hoses will be the chassis manufacturers standard composition.

The installation of the filler will be as per chassis manufacturer's Body Builders Book or by the FMVSS. The neck will be at proper angle to ensure fluid flow and installed with proper workmanship to maintain integrity in case of side impact.

The fuller pocket will be cast aluminum and have a Cast Products hinge door to enclose the cap.

One (1)
E0-04-0192

DIAMOND PLATE PROTECTION PACKAGE

The body will have aluminum diamond plate installed in area's that have access or a possibility of damage. The corners of the body will have bent diamond plate as high as the exterior. The rear step area will have diamond plate wells or kick type protection panels. The wheel skirts will be diamond plate. The front of the body will be covered up to the drip molding or up to the same height as the exterior compartments

One (1)
E0-04-0195

REAR STEP BUMPER

The rear step of the apparatus will be a full width and wall not exceed 10" in depth. The bumper will be constructed of aluminum diamond plate and aluminum grip strut material. The center step area will be fabricated of grip strut in order to a high traction step area for safety purposes.

Each end of the bumper will be rolled fabricated to form an aluminum diamond plate impact absorbing 8" x 20" x 9" removable bumper end. This will allow for the installation of rubber bumpers if required. The assembly will be bolted together with stainless steel nuts and bolts.

The step's sub-structure will be constructed with 1-1/2" x 3" steel channel for strength. The channel will be welded directly to the chassis frame and will be placed as to form a structural matrix and keep the body in a complete modular form.

There will be a aluminum diamond plate kick plate above the bumper.

One (1)
E0-04-0198

BODY MOUNTING

The body will be mounted to the vehicle with the use of 5/8" steel "U" bolts. These will be a minimum of eight (8) "U" bolts used. The body will rest on non metal sills which shall be tapered 1/2" from the front for approximately 2" back. The sills will be supported by 1-1/2" x 3" x .250" structural aluminum channels with an alloy and temper of 6061-T6 and an ultimate strength of 42,000 psi. The channels will run the full length of the vehicle chassis rails. The channels will be cross channels that will be welded to the side of the body door frame extrusions.

The chassis to the frame rails will be blocked with "C" channels to prevent damage to the frame rails while installing the "U" bolts. Nylon tape will be installed between the "U" bolts and "C" channels to prevent electrolysis.

One (1)
E0-06-0721

20A KUSSMAUL SUPER AUTO EJECT INLET

20 amp "Super" Kussmaul auto-eject. One receptacle mounted on the driver side, front of body, wired to eject when the key is in the "start" position. There will be an aluminum fabricated cover panel with label on the inside of the L-1 compartment where the inlet is stored to protect exposed wiring. Auto eject inlet will be connected to the vehicle's engine block heater.

One (1)
E0-06-1002

INSTALLATION OF MOBILE RADIO, SINGLE HEAD, LABOR ONLY

First Priority Global

Installation only of one customer supplied mobile radio in the vehicle. Includes installation of FPEV supplied 3/4" NMO style antenna base with leads run from roof to front console area.

One (1)
E0-08-0321

RUMBLER3, LOW FREQUENCY SIREN

Supply and install one Federal Signal Rumbler-3 low frequency siren system. Rumbler shall activate when the horn ring is depressed and activated in conjunction with the siren operation. System will not activate for more than 8 seconds at a time.

One (1)
E0-10-1010

FEDERAL SIGNAL TRIPLE LIGHT ASSEMBLIES

Supply and install Federal Signal Quadraflare LED stop-turn-reverse modules in a vertical triple housing polished chrome. Wired to Factory stop, reverse and turn signal circuit. Federal Signal #QL64Z3V-LEFT and QL64Z3V-RIGHT.

One (1)
E0-10-1005

WHELEN 0S SERIES MARKER LIGHT PKG

Supply and install a Whelen "0S Series" square LED marker light package.

Package includes

- (2) Amber LED on front of body
- (1) amber and (1) red on right side of body
- (1) amber and (1) red on left side of body
- (2) red and (1) triple ID red bar on rear of body

One (1)
E0-11-0020

(6) LED UNERBODY GROUND LIGHTING

(6) Tecniq E-10 LED Flood Lighting mounted in a angled stainless steel mounting brackets. (1) Under each cab doors. (1) each side ahead of the rear wheels and (1) each side behind the rear wheels. The lights will illuminate when the cab doors are open or compartment doors open

One (1)
E0-14-0002

RUNNING BOARDS FOR EXTENED CABS

Located under each cab door will be an Aluminum diamond plate step. The running board step will made of NFPA approved embossed aluminum tread plate. At each step area the will have an aluminum gripstrut

step area for non slip traction. The gripstrut will be welded into the aluminum diamond plate running board. The front and rear will have aluminum diamond plate gussets bolted to the running board and to the cab chassis. The running boards will be suported at 3 points

One (1)
E0-18-0202

BASE/ CLEAR, 108"L ESU WITH SWING DOORS

Apparatus body must be painted to match the OEM paint color. Finish must consist of corrosion-resistant primer, urethane high build primer and high performance durable color coat. Paint process must meet or exceed current industry standards concerning paint application. Cab exterior must have no mounted components prior to painting to assure full coverage of metal treatments and paint. Any vertically or horizontally hinged smooth plate doors must be painted separately to assure proper paint coverage on cab, door jambs and door edges.

First Priority Global

Paint process must feature DuPont Performance Coatings, or equal high-solid, low VOC products. The following must be adhered to in painting process. All raw materials must be pre-treated with MetaLok-CVP, or equal system to provide superior corrosion resistance and excellent adhesion of top coat.

All Aluminum Diamond Tread Plate Surfaces: Must remain unpainted

Seven (7)
E1-04-0005

COMPARTMENT LIGHT, WHELEN PSCDCR

Supply and install one Whelen model #PSC0CDCR Super-LED compartment light wired to a pin switch to activate. Light shall be surface mounted and contain Whelen #PSBKT1 protective guard for light so that it doesn't get damaged by equipment. Light shall be wired to ignition power.

One (1)
E1-04-0010

COMPARTMENT DOOR AJAR INDICATOR LIGHT, LED

Supply and install one Whelen OS Square Lens Series, Marker/Clearance, Illumination and Flashing LED, Chrome Housing, Size is 1" Wide x 1-1/2" Long. Light will be installed on front dash or console and notify the operator when a compartment door is left open. Doors shall have a pin switch to determine when a door is not fully closed.

One (1)
C0-09-0009

WHELEN LEGACY, 54 WIDE, DUO LED, FULLY POPULATED

Install a Whelen Legacy LED lightbar on the roof. the light bar shall be fully populated with DUO LED light heads. One pair of front LED takedown lights and one pair of LED side alley lights. Light will be mounted permanently, with Whelen adjustable MKAJ7 mount. Wiring shall pass through the roof with sealed, wire bulkhead compression fitting and dually sealed with RV type silicone sealant to prevent leaks.

One (1)
C0-08-0021

WHELEN CENCOM CARBIDE SIREN & LIGHT CONTROLLER

Supply and install a Whelen Cencom Carbide programmable siren and light controller. Includes three position slide switch and 6 programmable light switches. 200-watt siren amplifier.

Engineered to maintain situational awareness of the officer, Whelen's CenCom Carbide™ houses numerous innovative technologies that deliver highly effective visual and auditory warning.

Designed for simplistic, hands free usage, Carbide allows officers to easily adapt with Situation Based Integration. This feature allows for scene specific functions using various vehicle components, such as the horn or brakes. Priorities can now be fully configured and controlled.

Carbide provides the capability to sync all lights together, including a Traffic Advisor™ and the new rear WeCan® Inner Edge® RTX.

Easily reproducible from vehicle to vehicle, Carbide installs effortlessly with little wiring intricacy.

Optional expansion modules and WeCan dual siren amplifier are available to further customize functions.

The CANport™ OBDII Interface is a simple plug-in connection to the vehicle. Using the CANport, CAN bus signals are easily applied to automate warning system functions.

First Priority Global

Two (2)
C0-08-0302

SPEAKER, 100W, WHELEN, SA-315P

Supply and install one Whelen SA-315P composite 100-watt siren speaker. Pricing includes vehicle specific mounting bracket or universal mounting bracket.

Two (2)
E0-09-0201

GRILLE, M6 LED, ON GRILLE, SOLID COLOR

Supply and install (2) Whelen M6 LED on the front grille. Solid Color. Red with Chrome flange and one with blue chrome flange

Two (2)
E0-10-0401

WHELEN M6 LED, ABOVE REAR WHEELS. SINGLE COLOR. CHROME FLANGE.

Supply and install a Whelen "M6 Series" LED with chrome surface mount flange on the rear body door above the rear wheel well.

Four (4)
E0-10-0451

WHELEN M6 LED, HIGH ON THE BODY SIDE. CENTERED. SINGLE COLOR. CHROME FLANGE.

Supply and install (4) Whelen "M6 Series" LED with chrome surface mount flange on the side of the upper body, centered. (2) per side. Red and Blue.

One (1)
E0-14-0101

PUSH BUMPER, DIVERSIFIED, NON-WINCH, BLACK

Push Bumper with Winch Ready Kit: The original equipment front bumper will be replaced with a highly custom unit, fabricated from minimum one quarter inch (1/4") steel. Said push bumper is readily available through Diversified Products Manufacturing, Jacksonville, Florida. Diversified Products Manufacturing part #PB-9310W1-2C will be provided, or equal. Grille guard shall be a non-tubular design. This push bumper will accept a Warn 16,500 TI, permanent mount, electric winch with a four way roller fairlead.

The roller fairlead / cable hook must will be protected by rubber dock bumpers of sufficient depth that when compressed the fairlead / cable hook does not contact anything that the bumper may come in contact with. Rubber dock bumpers, four (4) in total, must be mounted to the immediate left and right of the fairlead and secured with recessed grade 8 hardware.

The complete bumper will be sprayed with "Raptor Liner", or equal, bed liner style material. Color shall be BLACK. There shall be no exposed wires running through the bumper itself that are not concealed in a conduit for protection.

A metal grille guard constructed of two inch by three eighths inch (2" x 3/8") steel flat stock must be supplied and mounted on push bumper. Grille Guard must be minimum fifteen inches (15") high and include vehicle clearance guides and license plate bracket. Clearance guides must be three-quarter inch (3/4") steel stock eighteen inches (18") tall with four inch (4") reflective SCOTCHLITE, or equal, strip on ends. Strips must be "GRABBER BLUE", or equal, in color. Accommodations for all warning lights to be mounted on grille guard must be provided. All required brackets are subject to NYPD approval. The complete grille guard must be sprayed with "Raptor Liner" or equal, bed liner style material. Color shall be BLACK.

One (1)
E0-14-0121

WINCH, WARN, 16.500 LB PERMANENT MOUNT.

A permanently mounted Warn 16,500 lb winch will be installed on the front of the vehicle in a secure, properly reinforced mounting plate. Winch will be wired through a Cole Hersee heavy duty 300A switch. A pilot light will be installed on the dash to indicate when the winch has power. The winch remote control

10115-0010

09/03/19

First Priority Global

receptacle will be relocated the top corner of the push bumper or in the interior of the vehicle's cab behind the driver's seat. The controller will be installed on a custom made aluminum bracket to hold excess wire and secure the remote control while driving.

One (1)
C0-19-0101

GRAPHICS, REAR CHEVRON , 2 COLOR 3M SCOTCHLITE

Supply and install a 3M Scotchlite and Avery vinyl graphics package for a Utility Vehicle. A computer generator conceptual graphics plan will be presented for approval.

One (1)
W0-01-0030

GRAPHICS LIMITED LIFETIME WARRANTY

Seven Year (Unlimited Mileage) Graphics Warranty

First Priority Emergency Vehicles (FPEV) warrants the integrity of FPEV installed graphics to include striping, & lettering on each new vehicle for a period of seven years from the date of delivery to the original customer by an authorized FPEV dealer to be free of defects in materials and workmanship under normal use and service. The obligation of FPEV under this warranty is to repair the unit at FPEV with the transportation cost prepaid by the customer.

ITEMS EXCLUDED ARE:

- Graphics failure due to paint deterioration caused by blisters or other film degradation due to corrosion originating from the substrate
- Graphics failure due to hazing, chalking or loss of gloss caused by improper care, abrasive polishes, cleaning agents, heavy duty pressure washing, or aggressive mechanical wash systems
- Graphics failure due to paint deterioration caused by abuse, misuse, accidents, acid rain, chemical fall out or act of nature
- Accidents, and scratches due to normal vehicle use and maintenance
- Graphics failure due to repairs done over previously refinished areas, unless stripped to bare metal or appropriate substrate by FPEV or an authorized agent
- Claims requested without proper guarantee documentation
- Failure on finishes performed by non-FPEV authorized repair center
- Finishes performed by non-FPEV technicians

If repairs should become necessary under terms of this warranty, the extent of that repair shall be determined solely by FPEV. FPEV also reserves the sole right to determine when and where such repairs will be made. The expense of any transportation to or from such a repair facility shall be the sole responsibility of the original purchaser, and not an item covered by this warranty.

Exclusions and Limitations: This manufacturer's warranty is provided in place of any and all other representations or expressed or implied warranties or merchantability and fitness for a particular purpose. No person is authorized to make any representation or warranty on behalf of FPEV other than set forth in this manufacturer's warranty. Your rights to service on the terms set forth herein are your exclusive remedies and neither the manufacturer and/or any of its distributors shall be liable for damages whether ordinary, incidental or consequential.

One (1)
C0-17-0666

REAR COMPARTMENT SLIDE OUT TRAY

At the bottom of the rear compartment there will be a 500 Lb roll out tray. The tray will be aluminum with 3" high edges around all four sides. Each corner will be welded. At each corner of the tray there will be vertical posts. These posts will support a second shelf that will have adjustable heights. The lower tray will hold heavy equipment and the tray will hold lighter equipment

First Priority Global

One (1)
E1-04-1450

BANG BOX

There will be a (10) Slot BLUE LINE BANG BOX supplied in the vehicle. The box will be located in the front transverse compartment as per the PD requires. The box will be held in place with aluminum angles and round bars. The box will be removable.

One (1)
E1-04-1455

CAB CABINET GUN RACK

The cab will have the rear seat removed. There will be a rear wall and floor add to cover the rear wall and cab floor. On the rear wall there will be set to lock and store (3) guns in a vertical position and have access from the front seats. The gun locks will be SANTA CRUZ LS-5 with bottom pockets. The gun location and spacing will be adjustable.

One (1)
C0-12-0005

DOME LIGHT, R/W LED, WHELEN 60CREGCS

Supply and install a 6" diameter LED dome light containing colors red and white will be installed on the ceiling between the driver and passenger seats. Wired to ignition power, a switch on the light head will switch between red / white / off. Whelen 60CREGCS, 12 Diode Interior Light, Split White/Red, 6" Round Surface Mount, Includes Switches. (1) total.

One (1)
E0-14-0205

HITCH, CUSTOM CLASS 5 WITH WIRING

A custom fabricated, class 5 rated tow bar, or equal, will be installed under rear step with eighteen inches (18") minimum height clearance. Tow bar must have MGTW of ten thousand pounds (10,000 lbs.) and MTW of twelve hundred (1,200 lbs.). Bar must be attached directly to chassis rails with minimum grade 8 hardware.

A Cole Hersee #1235, or equal, outlet will be supplied and installed on vertical face of rear bumper for the purpose of towing trailers. Plug must be labeled as to function.

One (1)
E0-04-0199

BODY LADDER

At rear of the body there will be a aluminum ladder to access the roof of the body. It will be located on the right side. The ladder rung will be 12" wide. and the ladder will be bolted in place.

Two (2)
C0-17-0671

SHELF, ADJUSTABLE, 24 IN WIDE X 48 IN LONG. INCLUDES SHELF TRACKS.

Supply and install an adjustable shelf on the slide out system. Shelf will be aluminum, 1/8" thick. Dimensions are 24 inches wide x 36" long. There will be a 2 inch raised lip on four sides of the tray. Includes four extruded aluminum shelf rails and four adjustable shelf stops.

*Requires vertical walls to support shelf system.

Two (2)
C0-17-0673

SHELF, ADJUSTABLE, 24 IN WIDE X 96 IN LONG. INCLUDES SHELF TRACKS.

Supply and install an adjustable shelf on the slide out system. Shelf will be aluminum, 1/8" thick. Dimensions are 24 inches wide x 96" long. There will be a 2 inch raised lip on four sides of the tray. Includes four extruded aluminum shelf rails and four adjustable shelf stops.

*Requires vertical walls to support shelf system.

First Priority Global

One (1)
C0-17-0705

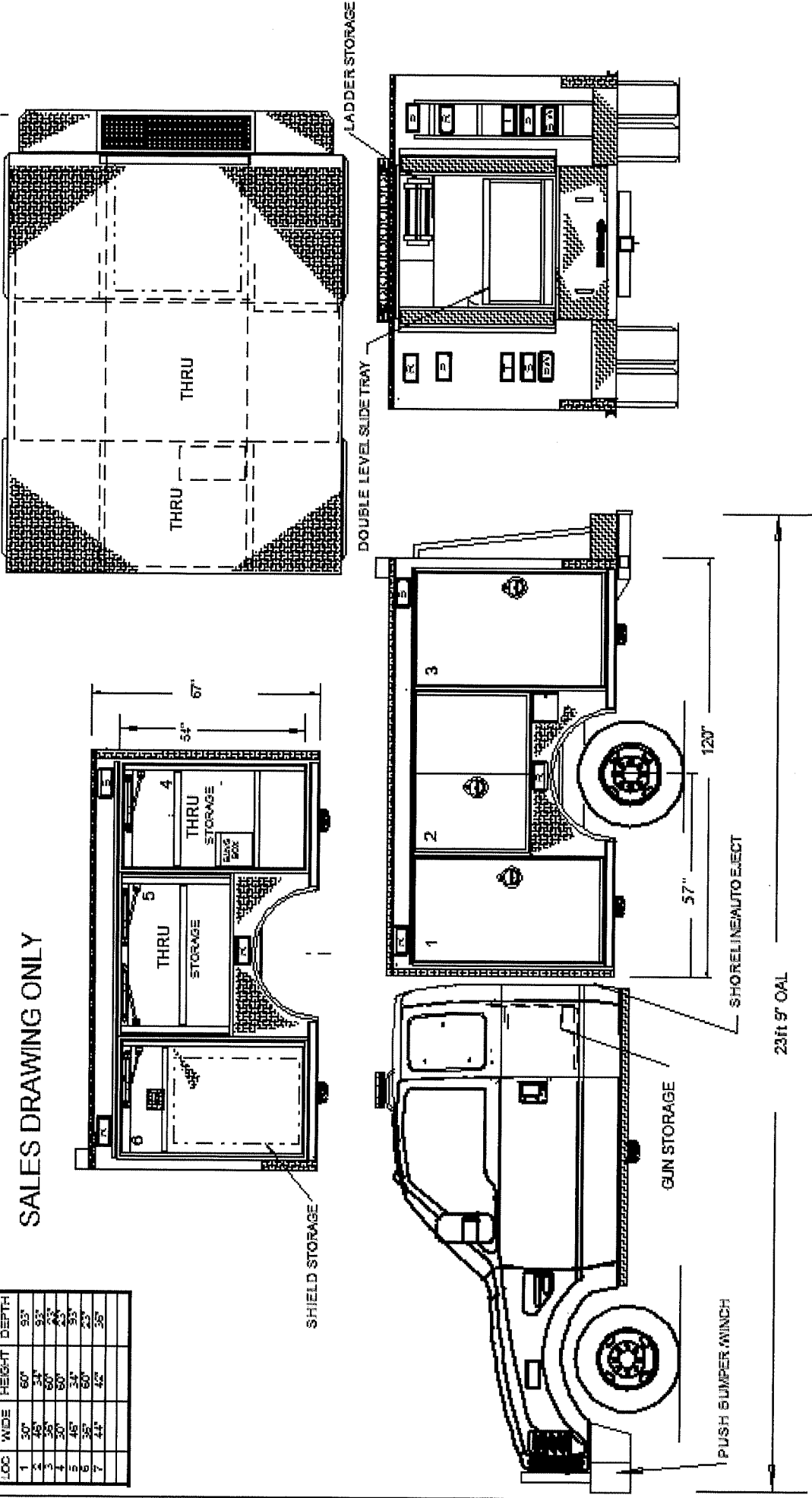
APPLY D/A FINISH TO SMOOTH ALUMINUM

Supply and install an adjustable shelf on the slide out system. Shelf will be aluminum, 1/8" thick. Dimensions are 24 inches wide x 48" long. There will be a 2 inch raised lip on four sides of the tray. Includes four extruded aluminum shelf rails and four adjustable shelf stops.

*Requires verticals walls to support shelf system.

LOC	WIDE	HEIGHT	DEPTH
1	30"	60"	93"
2	30"	30"	32"
3	30"	30"	32"
4	30"	30"	32"
5	30"	30"	32"
6	30"	30"	32"
7	30"	30"	32"
8	30"	30"	32"
9	30"	30"	32"
10	30"	30"	32"
11	30"	30"	32"
12	30"	30"	32"
13	30"	30"	32"
14	30"	30"	32"
15	30"	30"	32"
16	30"	30"	32"
17	30"	30"	32"
18	30"	30"	32"
19	30"	30"	32"
20	30"	30"	32"
21	30"	30"	32"
22	30"	30"	32"
23	30"	30"	32"
24	30"	30"	32"
25	30"	30"	32"

SALES DRAWING ONLY



IFPG
FIRST PRIORITY
EMERGENCY VEHICLES

180 Gold Mine Road
Riverside, NJ 07836
PHONE: 800-528-5106

TITLE: **NORWALK PD**

APPROVED

THIS DRAWING IS FOR INFORMATION ONLY AND IS NOT TO BE USED FOR ANY OTHER PURPOSES WITHOUT WRITTEN PRIOR CONSENT OF FIRST PRIORITY.
DRAWN BY: IFPG NORWALK PD
DATE: 12/6/18

Norwalk Department of Police Service

Memo

To: Sharon Conners - Purchasing
From: Deputy Chief James Walsh
CC:
Re: 2019 Police Service Dogs Purchase
Date: August 28, 2019

The Norwalk Department of Police Services is currently in the process of purchasing two Police Service dogs to replace the dogs that are assigned to Sergeant Garrett Kruger, and Officer Richard Montanez. Their existing dogs are currently nine years old and have reached the time for necessary replacement to assure quality performance and production. We have secured three bids from prospective vendors which include the purchase of the dog and the necessary training and certification. Training and certification requires 240 hours of training (six weeks).

The bids are listed below. The vendor for bid # 1 is located in Pennsylvania, the vendor for bid # 2 is located in New Milford, Connecticut, and the vendor for bid # 3 is located in North Carolina. The vendors from Pennsylvania and North Carolina are approximately \$2300 cheaper per dog than the vendor located in Connecticut. To utilize the vendor located outside the state would require travel time, overtime, and lodging costs required to stay for the six weeks. That based on conservative estimates to have one K9 Officer travel out of state for six weeks it would cost approximately \$11,000 which would include , overtime for travel- \$512.00 , Per diem – 42 days @ \$74 a day = \$3108.00 , Lodging – 42 days @180 average = \$7560.00 and gas and tolls= \$300.00. That upon reviewing all prospective bids it is my recommendation that we utilize Bid #2 Superior K9 Services which in totality of costs required is the lowest. Superior K9 Services is the supplier, trainer, and certifying agency to all of the department's Police Service Dogs that we currently have in service. Superior K9 services has also provided monthly in-service training required for our dogs at no cost.

BID #1 – Castle K9's –cost \$12.950 per dog Total \$25.900

1291 Leidigh Drive
Boiling springs, PA

BID #2– Superior K9 Services –cost \$15,250 per dog – Total -\$30.500

New Milford CT.

BID #3- Tarheel K9- cost \$12.495 per dog Total -\$24.900

230 West Seawall St
Sanford, North Carolina

SUPERIOR TACTICS & K9

Frank Reda
P.O. Box 1447
New Milford, CT.
06776
203-994-0003

INVOICE

Attention: Sgt Garrett Kruger
Norwalk Police Department
1 Monroe St.
Norwalk, CT 06854

8/12/19

Police K9 Dual Purpose Handler Course
Invoice Number: SKS19-0812A

Terms: Payment to be received prior to class start date

Description	Quantity	Unit Price	Cost
Police K9 Handler Course	2	\$ 7,000.00	\$14,000.00
Dual Purpose Dogs	2	\$ 8,250.00	\$16,500.00
		Subtotal	\$14,000.00
	Tax		
		Total	\$30,500.00

Thank you for your business. It's a pleasure to work with you on your project.

Sincerely yours,

Frank Reda



SEARCH

[HOME](#) | [REFERENCES](#) | [CONTACT US](#)

K9 PRICES

Green canines - please call for pricing and availability.

Handler training - for training of handler with trained canine or green canine not purchased through Castle's K-9, Inc.

\$1,500.00 per academy week

Canine *must* be evaluated by staff prior to academy commencement for acceptance into our program.

K9 TEAM TRAINING

We have four narcotics, explosive, patrol, patrol & narcotics or patrol & explosives programs to choose from. These are complete programs, meaning there is no hidden cost. With our programs, the following items go with the total price of the dog. If you wish to stay on location, we do have rooming and breakfast at no charge.

~Tracking may be added to Narcotics or Explosives only canine program for \$750.00.

~Patrol &/or Narc, 4 weeks; Explosives, 6 weeks; Patrol & Explosives, 10 weeks

PATROL & NARCOTICS \$12,950 *

PATROL ONLY \$11,450*

NARCOTICS ONLY \$9,950*

PATROL & EXPLOSIVE \$15,450*

EXPLOSIVE ONLY \$12,450*

Packages include:

- ~ Canine, no more than 28 months old with health and shot records. 1-year warranty on health, 90-day warranty on work ability
- ~ Academy - rooming and breakfast at our facility
- ~ Training manual
- ~ National & school certifications**
- ~ Leashes (6' & 30')
- ~ Choke Collar
- ~ Two 2-qt bowls
- ~ Nylon Harness
- ~ Leather Muzzle
- ~ 2 reward balls
- ~ 2 rewards tugs
- ~ 1 Bag Dog Food



ADDITIONAL INFORMATION

* Prices good for 90 days
- ½ Down required on all orders.

**National Certification - ONE YEAR Membership fee (\$45/year) to North American Police Work Dog Association included. Memberships must be kept current through NAPWDA by handler/agency after first year. Memberships are required for valid team certification through NAPWDA. For Bylaws and Certification Rules, visit NAPWDA.com.

Course Syllabus Revised January 2006

Police K-9 Handler Course Outline

This course will prepare the student to conduct in-service training for police K-9 functions of trailing, evidence search, handler protection, criminal apprehension, building search. Selection testing of police dog prospects, tactical deployment, search and seizure law, and decoy techniques will also be covered. Extensive hands on training of dogs for these Patrol functions, and decoy skills development will also be completed during the course. Course Length is 6 weeks.

I. Obedience

- A. Training in Drive
- B. Reward & Correction
- C. Practical Obedience Training

- 1. Heeling on and off leash
- 2. Motion exercises
- 3. Recalls
- 4. Hand Signals

D. Practical Agility Training

- 1. Jumping & Climbing
- 2. Slick Floors
- 3. Open Stairs

II. Patrol Functions: Training

- A. Drives & Drive Development
- B. Prey Drive Development
- C. Defense Drive Development
- D. Drive Channeling
- E. Protection Skills

- 1. Apprehension
- 2. Handler Defense
- 3. Out & Guard
- 4. Transports
- 5. Area Searches
- 6. Building Searches
- 7. Multiple Suspects
- 8. Passive Apprehensions
- 9. Call Backs & Call Offs

F. Decoy Training

- 1. Sleeve Work
- 2. Bite Suit
- 3. Hidden Sleeve, Muzzle Work, and Civil Protection.

III. Scent Work

- A. Scent Theory
- B. Scent Discrimination Tracking/Trailing

- 1. Hunt Drive Shaping
- 2. Beginning Trails
- 3. Scent Articles
- 4. Corners
- 5. Split Trails

C. Narcotics & Explosives Detection

- 1. Training Aids: preparation & Storage
- 2. Alerts: Aggressive & Passive
- 3. Scent Discrimination: The Multiple Imprint
- 4. Separation
- 5. Vehicles
- 6. Buildings
- 7. Search Techniques
- 8. Problem Solving
- 9. Advanced Detection Issues
- 10. Interdiction

D. Article Search

IV. Administration

- A. Case Law: Apprehension
- B. Case Law: Detection
- C. Record Keeping
- D. Training Regimen

Tarheel K9 -\$12.495 per dog

230 West Seawall Street

Sanford , North Carolina 27330

Dog, Training, handler course .

MEMORANDUM OF UNDERSTANDING
BETWEEN
FEDERAL CORRECTIONAL INSTITUTION – DANBURY, CT
FEDERAL BUREAU OF PRISONS
UNITED STATES DEPARTMENT OF JUSTICE
AND
NORWALK POLICE DEPARTMENT, NORWALK, CONNECTICUT

Pursuant to authority contained in the Intergovernmental Personnel Program, 42 U.S.C §4742(a) and (b), this Memorandum of Understanding (“MOU” or “Agreement”) is entered into between the **Federal Correctional Institution, Danbury, CT**, hereinafter referred to as **FCI Danbury** and **Norwalk Police Department, Norwalk, Connecticut**, hereinafter referred to as **Norwalk Police Department**, who hereby agree as follows:

I. PURPOSE/SCOPE OF AGREEMENT

- A. This Agreement is intended to establish procedures and responsibilities of each agency in order or **Norwalk Police Department** to use the firing range (“the Range”) for training purposes on the premises of **FCI Danbury**.
- B. This Agreement supersedes any existing written or oral agreements between the parties covering use of the Range.
- C. This Agreement applies solely to **Norwalk Police Department** employees and shall not affect any pre-existing independent relationship(s) or obligation(s) between the parties on any other subject or with any third party.

II. PERFORMANCE

A. FCI Danbury shall:

- 1. Subject to availability, permit **Norwalk Police Department** staff to use the Range, training building and parking area in accordance with the terms and conditions contained in this Agreement.
- 2. Provide to the **Norwalk Police Department**, and update as necessary, the name(s) and contact information of **FCI Danbury** contact person(s) designated by the Warden to establish operational details to implement this Agreement and approve the scheduling of all **Norwalk Police Department** activities at the BOP training facilities.
- 3. Reserve the right to exclude any individual from participating in said training or use of the Range at any time.
- 4. Have preference for use of the Range in the event of simultaneous training activities.

5. Ensure that prior to a scheduled use, the **FCI Danbury** contact person, instructs the **Norwalk Police Department** training Coordinator on the proper inspection and safe use of the **FCI Danbury** range facilities, including the types of weapons and ammunition that may be used.
6. Provide notice to **Norwalk Police Department** as soon as practicable after circumstances arise that would prevent a scheduled use of the Range by **Norwalk Police Department** staff.
7. Appoint an Escort Officer for each approved scheduled use to monitor the use of the Range by the **Norwalk Police Department** participants.
 - a. The presence of the Escort Officer is solely for escort purposes. The escort officer is not responsible for inspecting the facilities prior to the use of the facilities by **Norwalk Police Department** staff or for instructing or supervising **Norwalk Police Department** staff on the safe and proper use of the facilities.
 - b. The Escort Officer is responsible for drawing a key ring for the range facilities, meeting with the **Norwalk Police Department** training coordinator on the date and time of the scheduled use and providing him/her with an institutional radio, issued for the duration of the scheduled use, for his/her use of the firing range.
 - c. The Escort Officer is responsible for notifying the Control Center that **Norwalk Police Department** staff are in place and ready to commence use of the Range. Only after the Control Center has documented this notification are **Norwalk Police Department** participants allowed to use the Range.
 - d. Upon notification from the **Norwalk Police Department** or at the conclusion of the scheduled use, the Escort Officer shall respond to the range to retrieve the institutional radio and ensure all equipment, ammunition and supplies are removed from the range area. Once all **Norwalk Police Department** personnel have exited **FCI Danbury** property, the Escort Officer shall notify the Control Center that the scheduled use has concluded. The Escort Officer is also responsible for securing the range building and returning the key ring and radio to the Control Center.
8. Control Center must acknowledge notification by the Escort Officer that the **Norwalk Police Department** is in place at the range for a scheduled use. The Control Center is responsible for notifying all necessary non-participating staff and inmates to stay clear of the range until notified that the scheduled use has concluded. The Control Center must also notify Perimeter Patrol and the Lieutenant's Office of the scheduled use and the necessity of all staff and inmates to avoid the area. Upon notification from the Escort Officer that the scheduled use has concluded, the Control Center shall notify necessary staff, to

include Perimeter Patrol and the Lieutenant's Office that the scheduled use of the range has concluded.

B. Norwalk Police Department shall:

1. Submit to the Warden of **FCI Danbury**, through **FCI Danbury's** Range Officers, a written request to use the Range at least 30 days in advance of the requested date. An email request is also a means of contact. The email address is DAN/Lockshop&Armory@bop.gov. The dates and times of use must be mutually agreed upon between **FCI Danbury** and **Norwalk Police Department**. The written request must indicate the approximate number of persons who will be attending the scheduled use, the hours of use, the types of weapons and rounds used, and the approximate number of rounds to be used.
2. Ensure that **Norwalk Police Department** participants comply with the operational details herein established by **FCI Danbury** to implement this Memorandum, including **FCI Danbury** rules and policies concerning use of the Range and general institution safety and security, including entry/exit procedures.
3. Provide its own designated certified firearms instructors, safety officer, and/or Training Coordinator to oversee its training and use of the Range and such equipment. This designated instructor / coordinator will be responsible for all activities during the scheduled use. All actual range activities will be conducted under the supervision of a designated certified firearms instructor.
4. Supply its own weapons, ammunition, targets, and safety equipment consistent with the Range requirements.
5. Repair or replace to the satisfaction of **FCI Danbury** and **FCI Danbury** property damage during **Norwalk Police Department** use of the Range.
6. Comply with all environmental laws, regulations and policy governing use of firing range and contribute to any necessary subsequent environmental clean-up attributed to **Norwalk Police Department's** use of the Range.
7. The **Norwalk Police Department** shall designate an employee as Training Coordinator and this employee will conduct all coordination and interaction with **FCI Danbury** for administrative and scheduling purposes. In the event that the Training Coordinator is not present during a training session, the Training Coordinator will designate a certified firearms instructor and/or **Norwalk Police Department** supervisor to serve as the "Acting" Training Coordinator for that training event. The **Norwalk Police Department** Training Coordinator shall:
 - a. prior to each **Norwalk Police Department** use of the Range:
 - i. conduct an inspection, consistent with previous **FCI Danbury** instructions, to ensure the facilities are safe and proper for use by **Norwalk Police Department**

- employees. If a defect or hazardous condition is discovered, the facilities shall not be used and the defect or hazardous condition shall be reported immediately to **FCI Danbury**.
- ii. ensure that **Norwalk Police Department** staff utilize the Range only when an **FCI Danbury** escort officer has met with the **Norwalk Police Department** Training Coordinator and all required procedures have been completed.
 - iii. complete the top portion of the Training Coordinator acknowledgment form, attached and incorporated herewith as **Attachment A**.
 - iv. ensure that an authorized representative of **Norwalk Police Department** sign a waiver of liability form, attached and incorporated herewith as **Attachment B**. This waiver of liability is to remain in effect for one year from the date of signing or until rescinded by either party.
- b. meet with **FCI Danbury** contact person on the date and time of the scheduled use to receive an institutional radio and any final instructions on the use of the facilities.
 - c. accompany all **Norwalk Police Department** staff during their use of the training facility and instruct **all Norwalk Police Department** staff on the safe and proper use of the facility and notify **FCI Danbury** staff immediately, via institutional radio, of any emergency or safety related matter.
 - d. upon completion of **Norwalk Police Department** use of the Range
 - i. ensure all equipment, spent and unspent ammunition and munitions are policed, and supplies are removed from the Range.
 - ii. complete the bottom portion of the Training Coordinator acknowledgment form, which is attached and incorporated herewith as **Attachment A** and submit it to the **FCI Danbury** escort officer.
 - iii. notify the **FCI Danbury** contact person via radio that the scheduled use has concluded and meet with him/her for return of the institutional radio and final instruction.
 - iv. promptly report any damage, misuse, or unsafe use of the Range, or any equipment that is in need of repair.
 - v. ensure any property used for the training is cleaned up and all non-instructional items are removed. The Range and the parking lot will be policed, ensuring

- all munitions, targets and debris are properly removed.
- e. be familiar with the specific geographic location of the Range in the event an emergency evolves during training exercises.

III. GENERAL PROVISIONS

A. PERIOD OF AGREEMENT/TERMINATION

1. This agreement will become effective upon the date of final signatures of both parties, as designated below, and will remain in effect for a period of five (5) years, or until terminated by mutual agreement or by either party upon thirty (30) days advanced written notice to the other party.
2. This agreement shall remain in effect during the term in office of any succeeding leadership or either party, unless terminated or modified.

B. MODIFICATION PROCEDURES

Either party may propose a modification to this agreement at any time. All proposed extensions and/or modifications will be in writing and will become effective only upon the written agreement of both parties.

C. LIABILITY AND INDEMNIFICATION

1. The **Norwalk Police Department** shall be solely responsible for any administrative actions and/or litigation arising from the use of the Range by its employees.
2. Each party shall notify the other party of claims related to the **Norwalk Police Department's** use of the Range, and each party shall cooperate with the other party in the resolution of administrative actions and/or litigation arising from conduct related to this agreement.
3. Neither party shall be responsible for delays or failures in performance from acts beyond reasonable control of such party, e.g. an institution disturbance; a natural or man-made disaster.

D. ANTI-DEFICIENCY ACT

Nothing contained herein shall be construed to violate the Anti-Deficiency Act, 31 U.S.C §1341, or relevant state law, by obligating the parties to any expenditure or obligation in excess or in advance of appropriations.

E. CANCELLATION

Any event is subject to cancellation at the Warden's discretion. Neither the Bureau of Prisons nor **FCI Danbury** will be subject to monetary or other damages resulting from cancellation.

F. DISPUTE RESOLUTION

In the event of a dispute between the parties, the parties agree that they will use their best efforts to resolve that dispute informally through consultation and communication or other forms of non-binding alternative dispute resolution mutually acceptable to the parties.

G. THIRD PARTY CLAIMS

This agreement is for the sole and exclusive benefit of the signatory parties and shall not be construed to bestow any legal right to benefit upon any other persons or entitles.

IN WITNESS WHEREOF, the undersigned, duly-authorized officers hereby subscribe their names on behalf of **FCI Danbury** and **Norwalk Police Department**.

APPROVED BY:

T. Kulhawik, Chief
Norwalk Police Department

DATE: _____

M. Licon-Vitale, Warden
FCI Danbury

DATE: _____

Al Rauschuber, Chief
Field Acquisition Office, BOP

DATE: _____

TRAINING COORDINATOR ACKNOWLEDGMENT FORM

FCI Danbury

I am the designated training coordinator for the Norwalk Police Department.

I hereby certify that I have received from the Federal Bureau of Prisons instruction on the proper inspection and safe use of the training facilities at FCI Danbury, including the firing range.

I assume responsibility to instruct all Norwalk Police Department participants on the proper use of the training facilities, and to oversee the actual use of the training facilities by each participant.

I have conducted an inspection of the equipment and training facilities, and there is no equipment in need of repair. All safety equipment is in place and in proper working order. I further understand that if I find a defect or discover a condition with respect to the training facilities of which I am not certain that it would be safe to allow the use of the training facilities, I will not allow training to go forward and will notify FCI Danbury of the same.

Printed Name: _____

Signature: _____

Date: _____

Time: _____

As the training coordinator, I certify that at the conclusion of Norwalk Police Department use of training facilities, inspection of the equipment and training facilities revealed no defects or hazardous conditions and

Check One

_____ No unsafe incidents or injuries occurred during the event.

_____ The following unsafe incident or injury occurred during the event: (Attach memo or report describing nature of incident, or injury and describe action taken.)

Printed Name: _____

Signature: _____

Date: _____

Training Coordinator must also sign Attachment B – Waiver of Liability Form

WAIVER OF LIABILITY
FCI Danbury

In consideration for being granted the privilege of using the Federal Bureau of Prisons ("BOP") training facilities at FCI Danbury, including the firing range, I hereby release and agree to hold as harmless the United States of America, the United States Department of Justice, the Federal Bureau of Prisons, FCI Danbury and its employees and agents from any and all liability for any damage or injury which I may receive while using the aforesaid training facilities from any cause whatsoever. I understand that my non-BOP organization sponsoring this activity is fully responsible for the safe condition of the training facilities and for ensuring the safe use of the training facilities by all non-BOP participants. I understand the Norwalk Police Department acknowledges acceptance of the risk of any injuries or liability that may occur during this activity and that has been conveyed to all of its employees participating in said training. I understand this activity is not sponsored by or associated with FCI Danbury, or the Federal Bureau of Prisons. Further, I and Norwalk Police Department employees understand that using the training facilities is an inherently dangerous activity. Norwalk Police Department employees have agreed to fully waive all claims against the aforesaid parties for any injury that may be sustained while using the FCI Danbury training facilities, and Norwalk Police Department assumes all risk of its employees participating in the said training and am fully aware that personal danger could be involved. It is understood these training may not be inspected by Bureau of Prisons officers on a daily basis, and that they should be inspected by the training participants to make themselves aware of any hazardous conditions prior to use. The Norwalk Police Department shall not use the training facilities if a defect or hazardous condition exists and shall immediately report any defect or hazardous condition to the BOP contract person.

This release of liability and agreement by me and conveyed to all Norwalk Police Department participants to the United States Department of Justice, the Federal Bureau of Prisons, FCI Danbury and its employees and agents shall so apply to any right of action that might accrue to Norwalk Police Department employees. By signing this waiver, I agree that Norwalk Police Department employees will abide by all posted safety rules, and all known Bureau of Prisons policies regarding institution access, security and safety, and use of the training facilities. This Waiver of Liability is to remain in effect for one year from date of signing or until rescinded by either party.

PLEASE PRINT: Agency Name: Norwalk Police Department

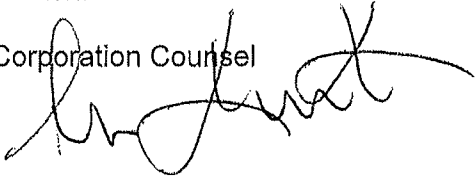
Representative's Name: _____

Signature: _____

Date: _____

Memo

2019-26

To: Members of the Common Council
CC: Darin Callahan, Assistant Corporation Counsel
From: Chief Thomas E. Kulhawik 
Date: September 4, 2019
Subject: **Private Property Police Training Right of Entry and Access Agreement**

The Norwalk Police Department ("NPD") is committed to assuring that our officers receive the finest training available. This is especially important as it relates to our specialized units such as our Emergency Services Unit – Tactical Response Team. These officers receive highly specialized training which often requires facilities suitable to provide real life condition scenario training.

Increasingly, the NPD is being approached by local land owners and developers who are offering up the use of their property for police training during the brief period between property acquisition and planned demolition activities. Unfortunately, the NPD is generally unable to obtain the necessary common council authorizations permitting the Mayor to enter into right of entry and access agreement^[1] with the land owner quickly enough to take advantage of these opportunities.

The NPD wishes to better position itself to maximize available real life condition and scenario training opportunities. The most flexible approach would be for the common council to provide the Mayor with a blanket authorization to execute right of entry and access agreements for police training purposes. Therefore, I am requesting the common council approve the following authorization:

Authorize the Mayor Harry W. Rilling, upon recommendation and advice by the City of Norwalk Corporation Counsel and/or Assistant Corporation Counsel, to enter into no charge agreements for use and access of private property located in the City of Norwalk for police training purposes through the third Tuesday of November, 2021. See, enclosed Memorandum of Thomas Kulhawik dated September 4, 2019.

[1]. While there is no charge associated with these land use offers, land owners typically want the City to enter into a formal agreement in which the City assumes all risk and liability arising from its use of the property. We were recently approached by Matthew Edvardson of SONO TOD 1 LLC with an offer to use 20 Monroe Street and 5 Chestnut Street for training prior to their demolition. Attached hereto is the agreement we were requested to execute in order to access and use the property.

Release of Liability and Indemnity

SONO TOD I LLC ("TOD") has made certain spaces in 20 Monroe and 5 Chestnut Street, South Norwalk, CT (the "Premises") available to Norwalk Police Department ("NPD") for conducting its Forcible Entry Class, training program and training scenarios for policemen on _____, In consideration of NPD's use of the Premises, I, as a duly authorized agent of NPD, expressly agree, on behalf NPD, their respective heirs, executors, administrators, successors and assigns, that TOD and its insurers, directors, managers, members, officers, employees and agents (collectively, the "TOD Indemnitees") shall not be liable for any damages, claims, actions, losses or expenses, arising from personal injuries (including death) sustained by faculty, students, trainees, officers or any other individual (the "NPD Users") on, or about the Premises, or as a result of the use of the Premises by NPD, regardless of whether such injuries result, in whole or in part, from the negligence of TOD.

NPD hereby accepts and assumes full responsibility for any and all injuries, damages (both economic and non-economic), and losses of any type, which may occur to any NPD User, and NPD or to the Premises, on behalf of itself and all NPD Users hereby fully and forever release and discharge each TOD Indemnatee, from any and all claims, demands, damages, rights of action, or causes of action, present or future, whether the same be known or unknown, anticipated, or unanticipated, resulting from or arising out the use of the Premises by NPD and any NPD User. NPD promises not to sue any TOD Indemnatee in connection with any liability or claims of whatsoever nature, known or unknown, which the undersigned had, now has or hereafter may have, directly or indirectly, derivatively or otherwise, relating in any way to use of the Premises by NPD or any NPD User.

Prior to utilizing the Premises, NPD shall provide TOD with evidence that (i) the undersigned maintains in effect general liability insurance of not less than \$5,000,000 per occurrence and covering third party claims and property damage, bodily injury and death (including passenger liability) and premises liability, and (ii) TOD and TOD's officers managers, members and agents are named as additional insureds under such liability insurance, and (iii) such liability insurance shall include a waiver of any rights of subrogation against TOD and each of TOD's officers, managers, members, employees and agents.

NPD expressly agrees to indemnify and hold TOD, and each TOD Indemnatee harmless against any and all claims, demands, damages, rights of action, or causes of action, of any person or entity, that may arise from injuries or damages sustained by any NPD User. NPD agrees to be solely responsible for safety and well-being of each NPD User and understands that TOD does not provide supervision, instruction, or assistance for the use of the Premises. NPD understands and acknowledges that TOD does not endorse, sponsor or assume responsibility for the classes, programs and events conducted by NPD.

I HAVE READ THE FOREGOING RELEASE OF LIABILITY AND INDEMNITY AND VOLUNTARILY EXECUTED THIS DOCUMENT ON BEHALF OF NPD WITH FULL KNOWLEDGE OF ITS CONTENT.

Date: _____

Signature: _____

Print Name: _____

Title: _____



CITY OF NORWALK
Norwalk Health Department

To: Common Council, Health Welfare & Public Safety Committee
From: Deanna D'Amore, Director of Health
Re: Grant Authorization
Date: September 23, 2019

- 1) The Health Department will receive one year of funding from the State of Connecticut Department of Public Health through the regional fiduciary Ledge Light Health District in the amount of \$63,288 for public health emergency preparedness for the period beginning July 1, 2019 through June 30, 2020. The Norwalk Health Department's Division of Public Health Emergency Preparedness works to ensure that the City of Norwalk responds effectively to public health emergencies, natural disasters, and bioterrorism events. This mission is achieved through department planning and collaboration, staff and volunteer training, and public education. Additionally, the department conducts exercises and drills with local, regional, state, and community stakeholders in order to practice, evaluate, and improve existing plans.

The specific action that is requested is:

- 5a. Authorize the Mayor, Harry W. Rilling, to execute any and all documents necessary to apply for and accept grant funds from Ledge Light Health District in the amount of \$63,288 for the period beginning July 1, 2019 through June 30, 2020 for public health emergency preparedness.
- 5b. Authorize the Mayor, Harry W. Rilling, to execute and any and all agreements, documents, instruments or amendments as may be necessary to implement the public health emergency preparedness grant for the period beginning July 1, 2019 through June 30, 2020.

Funding will primarily support two part-time staff members.

Memorandum of Agreement
for the DPH Public Health Preparedness Program
By and Between
Ledge Light Health District and City of Norwalk
2019-2020

Ledge Light Health District, hereinafter referred to as “LLHD” and referenced as the “Contractor”, acting by Stephen Mansfield, its Director of Health and City of Norwalk, hereinafter referred to as “NORWALK” and referenced as the “Subcontractor”, acting by Harry W. Rilling, its Mayor, do mutually agree to the following as outlined in this Memorandum of Agreement.

The funding of this agreement is based on the Region 4 Public Health Preparedness (PHP) Program Grant Contract Log #2019-0231 from the Connecticut Department of Public Health hereinafter referred to as the “DPH and Department” to the LLHD.

SCOPE OF SERVICE

1. The subcontractor, where applicable, shall participate in the following PHP activities:
 - a. The Subcontractor shall strengthen medical countermeasure and non-pharmaceutical interventions preparedness as follows:
 - i. Collaborate with the Contractor on the development of a regional MDA Plan and MYTEP;
 - ii. Participate in the workshops and exercises pursuant to the MDA’s regional MYTEP including but not limited to:
 - 1) As directed by the regional MYTEP, activate and operationalize twenty percent (20%) of the Region’s PODs by conducting operation drills as follows:
 - i) Staff Notification and Assembly
 - ii) Site Activation
 - iii) Facility Set-UpRecord drill data on the standardized forms available on the Department’s website at: <https://portal.ct.gov/DPH/Public-Health-Preparedness/Main-Page/Medical-Countermeasures> and submit to LLHD, cdragoo@llhd.org.
 - 2) In concert with the state-wide full-scale exercise, collaborate with the most populous city in the MDA Region and conduct a mass dispensing full-scale exercise by April 1, 2021.
 - 3) Participate in two TTXs to be conducted by June 30, 2024. One TTX will be focused on Anthrax and one TTX will be focused on response to pandemic influenza.
 - 4) Participate in a pandemic influenza functional exercise, focusing on vaccination of at least one critical workforce group by June 30, 2024.
 - 5) Respond to and support MCM distribution and dispensing (MCMDD) for all-hazards events such as a terrorist attack, an influenza pandemic, or a high impact disease such as Ebola or Zika virus.

- b. On an annual basis, the Subcontractor shall review and complete the following descriptive and demographic forms no later than twenty (20) days prior to the scheduled MDA Region MCM ORR and pursuant to the Public Health Emergency Preparedness ORR Guidance document located at https://www.cdc.gov/cpr/readiness/00_docs/CDC_ORR_Guidance_September2018_Final_508_9.11.18.pdf and submit to the Department via DCIPHER or if applicable, the Department's electronic secure file transfer platform.
 - i. POD Form
 - ii. Jurisdictional Data Sheet
- c. In collaboration with the Contractor, the Subcontractor shall participate in the MDA Region MCM ORR.
- d. In collaboration with the Contractor, the Subcontractor shall participate in quarterly MCM Action Plan meetings and provide written or verbal feedback that will inform the development of quarterly MCM Action Plans.
- e. On an annual basis and in collaboration with the Contractor, the Subcontractor shall participate in the development of the Region's MYTEP through meetings and providing written and verbal feedback.
- f. On an annual basis, the subcontractor shall demonstrate the establishment of emergency operation coordination systems as follows:
 - i. Conduct quarterly call-down drills as scheduled by the Department;
 - ii. Create or update local health director and staff user accounts on the latest version of WebEOC;
 - iii. Utilize and integrate WebEOC into local emergency preparedness plans and exercises; and
 - iv. Maintain a Public Health Emergency Response Plan (PHERP) and associated annexes.
- g. The Subcontractor shall demonstrate competence with responding and reporting essential elements of information (EEI) as follows:
 - i. Participate in Web EOC reporting; and
 - ii. Comply with reporting directives requested by the Department's Commissioner or the Department's Office of Public Health Preparedness and Response relating to public health disasters, events and emergencies occurring in their jurisdiction.
- h. The Subcontractor shall attend a minimum of 75% of their respective ESF8 Region's monthly meetings and annual statewide HCC Meetings including associated workgroups.
- i. When changes occur to the status of POD and LDS sites, the subcontractor shall report those changes immediately to the Department's SNS Coordinator and the Contractor. Status changes include the following:
 - i. Facility name, address, status as primary, secondary, tertiary, or alternate;
 - ii. Contact information for MDA staff authorized to sign for deliveries of MCM or medical materiel from the CT DPH or vendors;

- iii. Two 24/7 voice telephone number and one facsimile number for communication between state and POD emergency management leadership;
 - iv. Annually updated population numbers served by PODs including potential seasonal fluctuations affecting the jurisdiction; and
 - v. Changes to LDS information that may impact the receipt of SNS. Updates are recorded on a LDS Survey that is provided by the Department to local health departments/districts where LDSs are located.
 - j. The Subcontractor shall complete 24/7 Coverage forms provided by the Department and submit to the Department at hcc.dph@ct.gov and LLHD, cdragoo@llhd.org within 30 days of execution of this subcontract.
 - k. The Subcontractor shall provide verbal or written feedback to the Contractor that informs the development of a regional Jurisdictional Risk Assessment.
2. The subcontractor, where applicable, shall participate in the following MRC Unit activities:
- a. Attend and participate in meetings of the Statewide MRC Advisory Council, and
 - b. Participate in quarterly MRC meetings within the ESF8 Region to discuss, plan, coordinate, and implement the following:
 - i. Standardize MRC volunteer training opportunities for new and existing volunteers across the ESF8 Region;
 - ii. Activate protocols and request processes to be shared with all ESF8 partners in the Region;
 - iii. Engage and participate MRC volunteers in at least one exercise, drill or real event each year;
 - iv. Participate in training offered by the Department on the new volunteer management system.
 - v. Utilize the Department's volunteer management system to input MRC volunteer information and credentials.
 - vi. Submit quarterly MRC progress reports using a template developed by the Department and submit to LLHD, cdragoo@llhd.org

SUBCONTRACTOR REPORTS AND REPORT SCHEDULE

- 1. The Subcontractor shall submit periodic Programmatic Progress Reports and Financial Expenditure Reports to the Contractor:
 - a. The Programmatic Progress Reports shall describe the activities conducted under its subcontract.
 - b. The final Programmatic Progress Report due at the end of the Contract period shall be cumulative for the entire Contract year.
 - c. Financial Expenditure Reports shall include all expenditures incurred in the provision of subcontracted services.
 - d. The final Financial Expenditure Report shall not include any unpaid obligations.

- e. Programmatic Progress Reports and Financial Expenditure Reports shall be submitted to the Contractor according to the following schedule for each year as follows:

REPORTING PERIOD	REPORTS DUE BY
July 1 – September 30	October 15
October 1 – December 31	January 15
January 1 – March 30	April 15
April 1 – June 30	July 15

- f. Unless approved by the Department:
- i. All activities and requirements identified in this contract shall be included verbatim in the subcontract executed between the Contractor and subcontractor.
 - ii. All requests for modification of subcontractor deliverables or deviation from the activities and requirements included in this contract shall be submitted in writing to the Department for approval prior to execution with any subcontractor.
- g. Subcontractor compliance with deliverables and reporting requirements shall be monitored and shall be considered in subsequent decisions regarding Department funding of the subcontractor under this contract, at the sole and final discretion of the Department.
- h. Subcontractors receiving such funds shall only use such funds for preparedness activities as identified in this contract.
- i. The Contractor may utilize excess funds unexpended by subcontractors for MDA planning functions, or to fulfill regional activities that directly align with the CDC Public Health Preparedness Capabilities: National Standards for State and Local Planning (2018) or the latest version of such publication.
- j. The Contractor shall provide the Department with copies of each such fully executed subcontract upon request.

PROGRAM REPRESENTATIVES

NORWALK hereby designates, Deanna D’Amore, its Director of Health as its program representative. LLHD hereby designates Catherine Dragoo, its Grant Manager as its program representative.

COMPENSATION

NORWALK shall submit all quarterly reports to LLHD, cdragoo@llhd.org.

Program Budget	Amount
PHEP	\$ 63,288

NORWALK shall expend funds within the contract period and in accordance with the applicable **Approved Budget**. This contract includes Federal Financial Assistance (CFDA #93.069 for Local Health Departments and #93.889 for Medical Reserve Corp Funding) and therefore such funds are subject to the Federal Office of Management and Budgets (OMB) Cost Principles.

PAYMENT SCHEDULE

NORWALK shall be subject to conditions outlined in this agreement and payments are subject to DPH approval of quarterly Programmatic Progress Reports, associated deliverables and Financial Expenditure Reports.

LLHD shall provide quarterly payments after receipt of and approval of scheduled reports and all deliverables or services as submitted by NORWALK, and in an amount equal to the amount of expenditures reported and approved.

LLHD shall have the right to inspect, to the extent deemed necessary by the LLHD, all work and records in connection with the Memorandum of Agreement.

LLHD reserves the right to reduce payments and withhold funding for NORWALK in which NORWALK has not submitted or completed required deliverables, or has not submitted required reports or audits, or has submitted reports that have not received CT DPH approval, or has submitted reports that do not support the need for full payment, provided that notice thereof shall have been given to NORWALK in a reasonable time to correct any such deficiencies that might have been identified by DPH or LLHD.

COMPLIANCE WITH DEPARTMENT REQUIREMENTS

NORWALK shall comply with all DPH subcontract requirements as outlined in the **LLHD Contract with DPH** and will submit supporting documentation to LLHD.

NORWALK shall comply with the Office of Policy and Management (OPM) Cost Standards and meet audit standards. Should material findings be noted, NORWALK shall submit the Audit Management Letter and corrective response to the findings.

NORWALK shall be liable for any contract or financial audit exceptions and shall return all funds that have been disallowed upon review of such audit, or as provided under the provision of DPH Contract Log #2019-0231.

INSURANCE REQUIREMENTS

NORWALK agrees that while performing services specified in this Agreement, NORWALK shall carry sufficient insurance (liability and/or other) as applicable according to the nature of the service to be performed so as to “save harmless” the LLHD and the State of Connecticut from any insurable cause whatsoever. If requested, a certificate of such insurance shall be filed with LLHD prior to the performance of services.

PERSONNEL

It is mutually agreed that NORWALK is an independent subcontractor and this Agreement is for services and not a contract for employment and that, as such, NORWALK shall not be entitled to the benefits by the LLHD such as worker’s compensation, pension, retirement benefits or sick leave.

DEFAULT OR BREACH OF AGREEMENT

In the event either party is in default or breach of the terms of this Agreement, the non-defaulting or breaching party shall have the right to pursue any and all remedies available to it against the defaulting or breaching party in law or in equity.

TERMS OF AGREEMENT

The term of this Agreement shall be effective July 1, 2019 through June 30, 2020 and shall not exceed \$63,288 for PHEP.

The terms of this Agreement are understood and accepted by:

Stephen Mansfield, RS, MPH
Director of Health
Ledge Light Health District

Harry W. Rilling
Mayor
City of Norwalk

Date

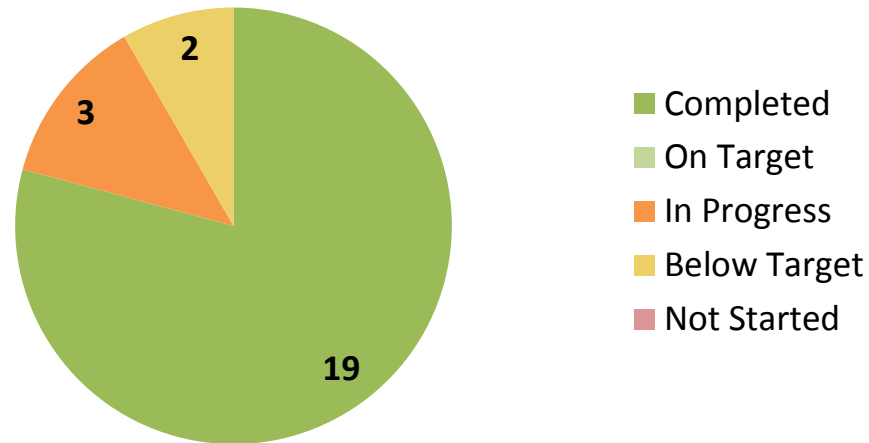
Date

Bike/Walk Advisory Commission
Annual Report to the Common Council

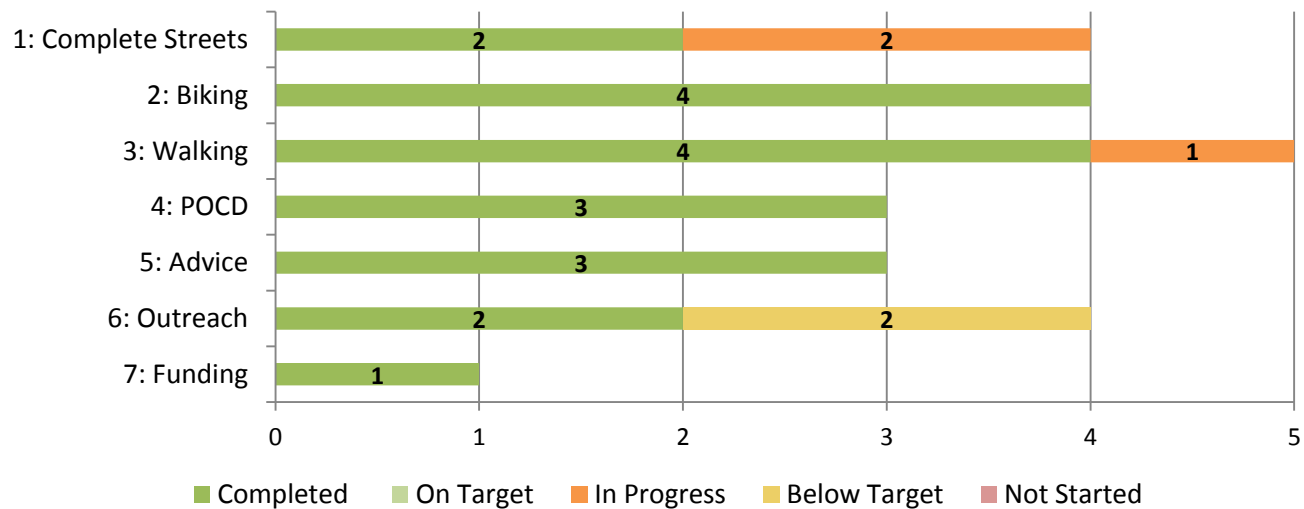
NORWALK BIKE WALK ADVISORY COMMISSION STRATEGIC PLAN STATUS UPDATE

2018-2019 Evaluation

Status of Activities/Strategies



Status of Activities by Goal



Goals, Objectives, Activities/Strategies	Responsibility/Lead	Timeframe	Status	Implementation Notes
Goal 1: Promote Complete Streets programs and facilities for bicycles and pedestrians in the City of Norwalk				
Obj. 1.1 Complete east side north/south bike route connections				
1.1.1 Map the connections	Bike Plan Committee	By 10/18	Completed	Map is on the website
1.1.2 Work with Department of Public Works to have bike lanes and sharrowed routes implemented	Bike Plan Committee		In Progress	CT DOT agreed to lanes and sharrows on Rt 136, and working with DPW and TMP on the feasibility of this
Obj. 1.2 Encourage any Department of Public Works engineers who are involved with street design or traffic attend Complete Streets training				
1.2.1 Find three webinars or articles about Complete Streets to share with Department of Public Works engineers and Economic & Community Development staff	Department of Public Works Liaison, Safety/Outreach Committee	Ongoing	Completed	This is already ongoing professional development for staff; additional webinars and articles have been shared, as well as articles and books
Obj. 1.3 Continue working to bring a bike share program to Norwalk				
1.3.1 Support the City's effort to roll out a program by the spring of 2019	Bike/Walk Commission Chair	Ongoing	In Progress	Implementation scheduled for Oct 2019
Goal 2: Review, promote, and update the City of Norwalk's Master Bicycle Plan				
Obj. 2.1 Add providing sheltered bicycle parking and/or a secure location at City-owned facilities				
2.1.1 Develop inventory of existing bicycle parking in the City	Bike/Walk Commission Chair	By 8/18	Completed	DPW & Commission found all city racks; 13/16 have signage indicating availability
2.1.2 Identify sites needing bicycle parking at City-owned facilities	Bike/Walk Commission Chair	By 8/18	Completed	Input solicited from mailing list, only one responded
2.1.3 Work with the City to add the sites identified in 3.2.2	Bike/Walk Commission Chair	By 8/18	Completed	Commission suggested Mill Pond Park; Nick Roberts has installed it
Obj. 2.2 Update the map of existing and planned bicycle facilities in the City				
2.2.1 As bicycle facilities are added, add them to the map	Senior Civil Engineer, GIS Analyst, Bike Plan Committee	Ongoing	Completed	
Goal 3: Review, promote, and update the City of Norwalk's Pedestrian Plan				
Obj. 3.1 Develop scorecards for measuring the conditions for walking/running in Norwalk				
3.1.1 Develop the scorecard	Pedestrian Committee	By 7/18	Completed	Pedestrian audit tool completed
3.1.2 Field test the scorecard with groups of citizens	Pedestrian Committee	By 7/18	Completed	Approximately 60 people completed it

Goals, Objectives, Activities/Strategies	Responsibility/Lead	Timeframe	Status	Implementation Notes
Obj. 3.2 Develop a short list of priority pedestrian trouble spots or connectivity opportunities in Norwalk (e.g., crosswalks and sidewalks)				
3.2.1 Review assessment data (e.g. scorecard results, police reports, NorWALKer reports, etc.) to identify potential priorities	Pedestrian Committee	By 11/18	Completed	Assessed Council District priorities
3.2.2 Provide recommendations on priorities	Pedestrian Committee	By 11/18	Completed	
Obj. 3.3 Work with the Department of Public Works to implement improvements from 3.2				
3.3.1 Include priority improvements as capital budget requests	All Commissioners	By 12/18	In Progress	Seeking state grants for 3/5 priorities
Goal 4: Review and provide advice in the implementation of the transportation component of the Plan of Conservation and Development (POCD)				
Obj. 4.1 Participate in the final meetings for the POCD				
4.1.1 Chair will attend all POCD Oversight Committee Meetings	Bike/Walk Commission Chair	By 12/18	Completed	
4.1.2 At least three Commissioners will attend the citywide forum on the draft POCD	Bike/Walk Commission Chair	By 12/18	Completed	4 commissioners attended POCD public hearings in January
Obj. 4.2 Advocate for the inclusion of biking and walking initiatives in the POCD				
4.2.1 Communicate support during meetings and/or provide feedback in writing	All Commissioners	By 12/18	Completed	
Goal 5: Review and provide advice on transportation and other projects having an impact on walking and biking in the City of Norwalk from the earliest stage possible				
Obj. 5.1 Appoint liasions to City Departments				
5.1.1 Appoint a liaison to Planning & Zoning to keep advised of current development projects	Bike/Walk Commission Chair	By 7/18	Completed	Jud Aley; discussed with Steve setting up regular meetings
5.1.2 Appoint a liaison to the Redevelopment Agency to keep advised of current or future studies	Bike/Walk Commission Chair	By 7/18	Completed	Colin Grotheer; met with Tim to discuss Redevelopment role, plans, and projects
5.1.3 Appoint a liaison to the Department of Public Works to keep advised of current or future studies	Bike/Walk Commission Chair	By 7/18	Completed	Nancy Rosett

Goals, Objectives, Activities/Strategies	Responsibility/Lead	Timeframe	Status	Implementation Notes
Goal 6: Coordinate and promote public awareness campaigns, education, and events related to bicycle and pedestrian issues				
Obj. 6.1 Participate in four community outreach events				
6.1.1 Participate in at least one community outreach event per quarter	Safety/Outreach Committee Chair, DPW Open House Committee Chair	Ongoing	Below Target	8/7 Police Night Out; 9/29 Open House; missed event in 3rd quarter; Bike Rodeo in May
Obj. 6.2 Continue to update the Commission's website and social media with relevant content				
6.2.1 Post new information to the Commission's website at least once a quarter	Website Committee Chair, Health Education Associate	Ongoing	Completed	
6.2.2 Post to social media at least once a week	Website Committee Chair, Health Education Associate	Ongoing	Below Target	This was met on target when Health Education Associate was here.
Obj. 6.3 Send a minimum of four news releases to the media				
6.3.1 Work with the City's Communications Manager/Grants Coordinator to send a minimum of four news releases to the media	Safety/Outreach Committee Chair	Ongoing	Completed	Article on pedestrian audit in Hour; Richards Ave/NCC feature; article on crosswalks in Dec ; 4 articles in May
Goal 7: Research funding opportunities to support the mission of the Commission				
Obj. 7.1 Apply for a minimum of two grants				
7.1.1 Work with the City's Communications Manager/Grants Coordinator to apply for a minimum of two grants	Safety/Outreach Committee Chair	By 6/19	Completed	Chair met with Josh to discuss this; DPW, TMP, and Redevelopment staff have written grants

2019-2020 Bike/Walk Commission Strategic Plan

Mission Statement: Support bicycling and walking as safe, accessible, and sustainable forms of transportation and recreation that increase the City of Norwalk' s livability and economic vitality and improve public and environmental health.

Goals:

1. Promote Complete Streets programs and facilities for bicycles and pedestrians in the City of Norwalk

1.1 Complete east/west and north/south bike route connections

1.1.1 Work with DPW to have the bike lanes and sharrowed routes implemented

1.2 Continue working to bring a bike share program to Norwalk

1.2.1 Support the City's effort for a rollout with 10 stations and 50 bicycles by October 2019.

1.2.2 Support the City's effort for a rollout of an additional by April, 2020.

2. Review, promote, and update the City of Norwalk' s Master Bicycle Plan

2.1 Determine the need for additional sheltered bicycle parking and/or a secure location at city-owned facilities

2.2.1 Identify specific sites for additional bicycle parking

2.2.2 Work with the City to add the sites identified in 2.2.1

3. Review, promote, update and implement the City of Norwalk' s Pedestrian Plan

3.1 Focus on pedestrian safety near schools

3.1.1 Gather information to prioritize needs among the schools

3.1.2 Work with the City to implement improvements from 3.1.1

4. Review and provide advice on transportation and other projects having an impact on walking and biking in the City of Norwalk from the earliest stage possible

4.1 Work with other City agencies to implement the portions of the POCD assigned to the Bike/Walk Commission.

5. Coordinate and promote public awareness campaigns, education, and events related to bicycle and pedestrian issues

5.1 Participate in at least four community outreach events

5.2 Continue to update the Commission's website and social media with relevant content

5.2.1 Review website content quarterly and update as needed.

5.2.2 Update social media at least monthly

5.3 Send a minimum of four news releases to the media

5.3.1 Work with the City's Communications Manager/Grants Coordinator to send news releases

6. Research funding opportunities to support the mission of the Commission

6.1 Apply for a minimum of two grants

6.1.1 Work with City's Communications Manager/Grants Coordinator and other City staff to apply for a minimum of two grants.