

FairTV
Fairfield Education and Government Public Access Television

Minutes of December 18 Committee Meeting
Sullivan Independence Hall, Lower-level Conference Room (Draft)

The meeting was called to order by Chairperson Jim Kennelly at 7:30 PM. In attendance were members Tom Flynn, Alexis Harrison, and Mary Hogue. Gerry Speno, Systems Manager, was also in attendance as was Selectman Kevin Kiley.

The meeting minutes from the November 20 meeting were reviewed and accepted (Motion by Mary, second by Jim). Vote: 3-0. Note: Only Committee members who were present for that meeting could vote on this subject.

Approval of filming of LWV January 11 Legislative Forum event. Motion to approve by Alexis, second by Mary. Vote; 4-0

Discussion re desirability of equipping one or more town sites with permanent cameras to ease setup. Mary and Gerry to study subject and to report back in February. Motion by Mary, second by Alexis. Vote: 4-0.

The order of discussion of agenda items was then switched to New Business to accommodate Alexis Harrison's need to leave early. Motion by Tom, second by Alexis. Vote: 4-0.

Meeting discussion then centered around the go-forward appropriateness of elected officials taking part in programming either as producers or even in some lesser role e.g. interviewers. Of particular concern was the lack of clarity on this subject in the FairTV Commission document to be submitted to the RTM. Tom Flynn introduced a motion, second by Alexis, to accept the wording proposed for Section 3 "Duties" (wording as contained in the document drafts appended to the agenda for this meeting). In addition to Committee member discussion on this wording, public comment was accepted from public attendees Pam Jones and Jay Wolk on this subject.

Tom Flynn then called a vote on the motion. Vote 4-0 to call. The modified motion was then voted on and carried by a vote of 3-0-1 (Mary abstaining).

The wording for the FairTV Commission document, including the modified wording for Section 3 "Duties" that will be submitted to the RTM for their consideration is attached to these meeting minutes. Please scroll down below past the end of the Minutes to find this document.

Gerry Speno's Operating Report was presented and accepted—Motion by Tom, second by Mary. Vote: 3-0 (Alexis Harrison had left at this point due to a prior commitment)

Discussion on the question of how to react in a more timely fashion to outside time-sensitive filming requests submitted in-between meetings but with possible appropriateness was tabled until the January meeting.

The meeting adjourned at 9:30 PM. Motion: Tom, seconded by Mary. Vote: 3-0.

The FairTV Commission

Legal Standing:

- The FairTV Commission shall become part of the Town code via an ordinance of the Representative Town Meeting. Said commission would be listed as a commission under a new, Article X, Section 1.A: “**(16) FairTV Commission**” as part of any future Charter Revision.
- The FairTV Commission shall be the sanctioned entity to represent the Town of Fairfield in any and all grant processes to fund the FairTV Broadcast System.
- The FairTV Commission shall have five members nominated by unanimous vote of the Board of Selectmen.
- The FairTV Commission nominees shall be confirmed by a majority vote of the Representative Town Meeting.

Members Term of Service:

All Commission members shall serve a term of four years commencing July 1, 2014. (Similar to Golf and Ethics Commission, i.e., term start is different than others.)

Meetings:

The FairTV Commission shall meet and conduct business in accordance with the Town Charter of Fairfield under, Article X, Section 1. B, 1-4. (See addendum)

Duties:

The powers and duties of the FairTV Commission shall be enumerated as follows:

- 1) Provide oversight for the FairTV Broadcast System, herein defined as: FairTV Education, FairTV Government and FairTV On Demand. Such oversight shall include the promotion of quality town-specific education and government access programming for the Town of Fairfield by:
 - a) Ensuring efficient, cost-effective broadcast operations;
 - b) Requiring delivery of broadcast content that is comprised *primarily* of coverage of the lead executive, legislative, educational, financial and land use elected entities within the town of Fairfield and

secondarily non-partisan, town and public schools related events and programs produced by the FTV Broadcast system;

- c) Ensuring public support for town specific access in Fairfield and in the region by working with local groups and regional entities committed to quality delivery of those services;
 - d) Commending all materials deemed appropriate for the Public Access Channel rather than Education or Government Access Channel to the appropriate service provider.
 - e) Developing as thorough an understanding, as their backgrounds allow, of the workings of FairTV System operations. This includes a review of the system operations manual and an inspection of system equipment at the start of the member's term.
- 2) Appoint and set terms of employment and compensation for the FairTV Broadcast System Manager and all video producers and interns in a manner consistent with requirements of fairness expressed in the Town Charter of Fairfield in Article XI, Section 4.
- 3) Approve the monthly primary and secondary broadcast content schedule. "Primary Schedule" herein defined as: meetings of the following governmental bodies of the town of Fairfield: The Representative Town Meeting, Board of Education, Board of Selectmen, Board of Finance and Town Plan & Zoning Commission.

Secondary Schedule herein defined as: town government or public schools affiliated events (e.g.: graduations, ceremonies, parades, school sports) and channel-appropriate, non-partisan informational programming originated by the FairTV Broadcast System only (e.g.: "How a government entity works" sessions, interview programming limited to channel subject area, coverage of debates, lectures and other town-sponsored cultural programming).

The primary schedule must be completely funded, assigned and scheduled before of any budgeting for, or coverage of, secondary

programming is executed. No elected official may produce, host, or appear as a “guest” in secondary schedule programming.

- 4) Approve any specially required programming via either special meeting or by proxy vote in the case of an emergency, such as a natural disaster. This would include release of broadcast bulletins employing the FairTV Emergency Bulletin system.
- 5) Annually prepare grant requests to fund station operations with assistance of the FairTV Broadcast System Manager. And provide all after-award reporting with the assistance of the FairTV System Manager
- 6) Set an annual budget for broadcast operations with advice of the FairTV Broadcast System Manager and the Management Information Systems Department Director.
- 7) Approve any minor operational expenditure requested or incurred by the FairTV Broadcast System Manager, video producers or interns on a monthly basis in a manner consistent with the Manager’s contractually enumerated duties.
- 8) Encourage volunteer support of system operations, including but not exclusive to the creation of individual civic/recreational organization-based and school-based “FairTV Committees” meant to develop greater coverage of such town entities by FairTV to help broaden its coverage within the scope of its mandate to provide town-specific education and government access programming to the people of Fairfield.
- 9) Update the policies and procedures of the FairTV Broadcast system as time and circumstance dictate to ensure efficient broadcast operations and quality service delivery of town specific education and government access programming.

Standards of Conduct:

Members of the FairTV Commission shall be subject to the Standards of Conduct as described in Article XI, Sections 1-4 of the Town Charter of Fairfield. And subject to the penalties and disciplinary actions for violations as set forth in Section 5.

Addenda (Not to be added to town code but for informational purposes.)

Addendum I: Town Charter, Art. X, Section 1. B, 1-4., (Meetings Conduct)

B. Meetings.

(1) All appointed boards and commissions except the Ethics Commission and the Board of Building Appeals shall hold at least 10 regular stated meetings a year and shall give annual notice of such meetings as required by the General Statutes. The Ethics Commission and the Board of Building Appeals shall meet when they have business to transact. Officers of each board and commission shall be elected annually at an organization meeting so noticed by the Town Clerk held in the month of December. No person sitting on a board or commission at the designation of another board or commission may be elected an officer of the board or commission to which he or she has been designated.

(2) Each appointed board and commission shall keep an accurate record of all its official acts, votes, meetings, and proceedings and shall designate one of its members or its clerk to keep such record. The minutes and records of such boards and commissions shall be public records and shall be open for public inspection at the office of the Town Clerk or of the department involved during regular business hours.

(3) All regular meetings of boards and commissions shall be open to the public except for executive sessions permitted by the General Statutes, and all appointed boards, and commissions, and committees shall comply with state freedom of information laws unless otherwise provided by statute.

(4) Robert's Rules of Order shall regulate the conduct of all meetings of boards and commissions unless a particular board or commission otherwise stipulates.

Addendum II: Duties of the FairTV System Manager

*Originally approved by FTV Operational Committee 7/12/12, re-affirmed 12/4/12.
Amended 1/7/13.*

- 1) Provide live and recorded coverage of all FairTV Government “primary schedule” meetings, i.e., BOS, BOF, RTM & TPZ.
- 2) Act as secondary video producer for FairTV Education, ensuring that BOE meetings are covered should a FTVE producer cannot cover a meeting.
- 3) Record events assigned in addition to this “primary schedule” above. These will comprise the “secondary schedule” which should be formalized monthly by the committee or the chairperson, if designated by the committee
- 4) Maintain/update the system’s broadcast schedule based on criteria of “live first, most recent recorded second, primary schedule first, and secondary schedule programming second in terms of broadcast airtime.”
- 5) Keep FairTV On Demand as current as possible, preferably within 12-24 hours of live or recorded broadcasts. Oversee all PEG Central-related matters.
- 6) Assign submitted programming to the regional Public Access Channel as appropriate based on the established standards for each of the three PEG channels.
- 7) Provide training and technical assistance, including internships, to individuals and groups interested in developing content for FairTV based on approved requests made to the FairTV Committee or its successor entity.
- 8) Purchase needed incidental materials and bill the committee for them. Such items would typically be batteries, tape, carpets or cables. These are small items, which no one item should exceed \$50 or total items in a single month exceed \$100 without prior authorization by the committee or in an emergency, with notification of the Committee Chairperson.
- 9) Maintain the system’s equipment and do all necessary software and firmware updates to ensure its proper function.

10) Interface with the Town IT Department and the Fairfield Public Schools regarding any broadcast technology related concerns such as network use, software issues or service upgrades such as new hardware in town facilities.

11) Report to the FairTV Committee or its successor entity at each of its regularly scheduled meetings on the operations of the system.

12) Maintain a list of needed hardware and software for the system's annual grant requests. This list should be submitted by November one of each year.

13) Update the FairTV website as needed.

14 Carry out any and all reasonable duties requested by the FairTV Committee throughout the year—this may include offering counsel on possible E Channel producers to be hired, suggest fair labor rates based on prior experience in covering a town or schools event such as a parade or graduation when such funds must be expended.

Addendum III—Video Producer Production Intern

Definition of “Video Producer” and “Production Intern” were both defined by the FTV Operational Committee prior to the creation of the system manager position in 2012. For reference purposes here, an FTV “Video Producer” is responsible for the coverage of meetings/events including the setup, videotaping, breakdown, post-production and delivery of the completed programming to FTV electronically or physically. These duties along with a rate of payment (\$25 per hour) were set in 2008 by FTV Operational in it's funding award request with the Area 2 Cable Advisory Council's grant process and reconfirmed at the FTV Committee meeting of 8/9/09.

The term “Production Intern” remains an informal title/description for individuals who assist FairTV production in an unpaid or lower-paid capacity usually for special events such as graduations, parades or lectures.