



MEMO

From the office of the...

Vice-President Finance

TO: Executive Board
FROM: Vice President (Finance)
SUBJECT: EFRT Pagers
DATE: November 25, 2014

Dear Executive Board,

I hope you were still able to function without me last week!

The Emergency First Response Team is in need of new pagers to continue their exceptional service to the McMaster campus.

Chris Adams-McGavin sent the following message:

The pagers used to give responders advanced warning of a call are in disrepair. We have only 3 remaining, with only 1 fully functioning. I was in contact with Chris from Spectrum communications on how we can improve the situation:

- 1) He can take the pagers in for repairs and give us a quote on the cost.*
- 2) New pager batteries can be purchased for ~\$50.00. We would need 3 for the current pagers. (Appendix A)*
- 3) Purchase an additional 3 pagers in order to have alternates. Each new pager is \$500.00. The past pagers are on a 10 year replacement schedule, and were purchased in 2005 and 2006. The fixed assets list (also attached) notes that changing them to a 5 year replacement schedule is being considered. I strongly advocate this occurs due to their importance in giving responders advance warning, and to their general wear and tear over the years will not allow them to last 10 years as is the current situation.*

After talking with Chris further we both think it is best to purchase 5 pagers for EFRT and put them on a 5 year replacement schedule. They have previously been on a 10 year replacement schedule and the pagers do not last for that amount of time. The quote to do this is attached in Appendix B.

I have been delayed in getting this request to you and I apologize for that.

If you have any questions please do not hesitate to ask either myself or Chris.

Vanier bound,

A handwritten signature in black ink, appearing to read 'S. Mallon', written in a cursive style.

Scott Mallon
Vice President (Finance)
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