

LCD Board of Directors Meeting

Kent Town Hall

Meeting Minutes

September 25, 2008

I. Call to order

James Farkas called to order the regular meeting of the LCD Board of Directors at 7:08pm on September 25, 2008 at the Kent Town Hall.

II. Roll call

Roll call of Directors showed a quorum present.

III. Approval of minutes from last meeting

A motion was made by Peter Grusauskas to accept minutes from July 31, 2008 seconded by Darin Reid. Motion carried.

IV. Public Comment

a) Jim Farkas thanked Ruth Epstein for her hospitality in hosting the LCD Board of Directors Meeting in Kent.

V. Correspondence

a) None

VI. Treasurer's Report-Peter Grusauskas reported on the following:

- a) Operating account balance \$843,543.37.
- b) Project account balance \$377,757.59.
- c) Budget report was sent prior to meeting.
- d) Robert E. King & Co., PC (auditors) reported no significant findings.

Ralph Humphrey made a motion to receive the treasurer's report, seconded by Pat Mechare. Motion carried.

VII. Executive Director's Report – Joseph Del Buono reported on the following:

- a) Met with COG's...Northwest 9/4 and Litchfield 9/12
- b) USDA Audit regarding our tower site loans has been completed in a positive manner...good for another three years.
- c) Reported damage to fence storm (07/20/2008) at our North Canaan/Church Hill site repaired \$1,000 secured.
- d) All contractual monies have been collected...we are still waiting for contracts from Bridgewater and Morris.
- e) Have met with Dr. Salk, Dr. Chin & Dr. Koobatian regarding EMD medical program. Distributed responsibilities of Medical Control and EMD cards that need to be signed off...explained our initiative to improve on EMD and institute QA...plan to host QA class in November.
- f) Received draft audit report...only three incidents cited (read rpt)...all minor...in process of developing Accounting Manual & Conflict or Interest Policy...met with Atty Schiesel. Both policies should be completed by next meeting.

- g) Held training session on 9/18....reviewed New CAD, on target with October 1 installation (D Soule)...reviewed EMD protocols...new updated 12.0 version...Field Guides for each EMS service (5 to hand out tonight...need list if more needed).
- h) Held Critical testing of new employees this week...70 applicants, invited 26 to take test....19 took test; it appears we have 6 – 10 successful candidates to move onto next phase of exam...oral exam with personnel committee.
- i) Personnel: no issues currently. Staff mtg. on 9/18, communications manager tested. Plan on hiring full-time dispatcher soon.
- j) AFLAC came to Center and employees have taken advantage of products available and we allowed payroll deduction.

VIII. **Operations Manager Report** – Dan Soule reported on the following:

- a) **CAD** – October 1st target date for the base program to be up and running. It will be able to tell who to dispatch rather than refer to a book. Once all 19 towns/37 services have been implemented into the system, at that time we will be able to add special instructions. Will continue to be a work-in-progress.
- b) **Sherman Simulcast site**– Looking for location to put up emergency communications tower. We will be using the new Sherman Fire House when it is completed if no location is found.
- c) **Sharon Tower** – Working with NU and Verizon to upgrade structural on existing tower to accept new antennas.
- d) **Soapstone** – NU replacing tower and we will be coordinating with them to move our four existing antennas.
- e) **Command Interference** – working on getting frequencies. Sent out for three (3) licenses and all three (3) got knocked out at the first (1) phase. Continue to search for frequencies.

IX. **Committee Report's**

- a) **By-Law** – No meeting. Jim reported this is still an outstanding issue. By-Law Committee agreed to meet with the Executive Committee to see if a consensus of can be brought to the board at a later date. Date set for Oct 8th.
- b) **Executive** – No meeting.
- c) **Finance** – No meeting.
- d) **Personnel** – Meeting held. Jim Farkas reported Personnel Committee held interviews for the Communications Manager position.
- e) **Protocol** – No meeting.

X. **Old Business**

By-Laws – Referred back to committee.

403(b) – Merrill Lynch has notified us of changes to be made to our current plan; we will be out of compliance unless we update our plan and they will no longer accept deposited to our 403(b) account as of December 5th. We've met with 4 prospective companies...have narrowed it down to 2, need to be completed by

December 1, Joe Del Buono gave a brief statement about each company we have met with. How would the board like to proceed?

A motion made by Pat Mechare and seconded by Jim Schultz to allow the Executive Director to make the decision of switching our 403(b) as he deems appropriate. Motion carried.

Unemployment – Self insured vs. unemployment insurance. To start a new program would cost 3.1% starting this year...and would fluctuate (up and/or down) yearly based on overall unemployment cases. Currently there have only been 2 cases over past 20 years. How would the board like to proceed?

A motion was made by Pete Grusaukas and seconded by Darin Reid to remain self insured. Motion carried with 1 abstention.

Radio Presentation – Presentations continuing to go well. Next one scheduled for Oct 23rd in New Hartford. Discussions to go bring presentation to Firefighter 1 class.

XI. New Business

Communications Manager – Posted position in-house and interviewed with the following interested staff for the position of Communications Manager: Katharine Schafer-Reid, Kevin Webb & Jeff Jasmine. Jim Farkas reported we were very pleased to have such strong candidates take an interest in the position. After the Personnel Committee meet with all candidates along with Joe the Personnel Committee made a recommendation to Joe Del Buono, Executive Director and unanimously decided on Kevin Webb to be hired for the position of Communications Manager. Joe & Jim met w/ Kevin and have negotiated and signed a contract to start position on October 1st. Concern was raised, and language was brought to the lawyer to create a memorandum to protect the current Communications Manager if they had to step down from their current position for any reason, due to the former Communications Manager receiving this position back by order of a legal action.

Life Star – A meet and greet with Life Star & LCD is scheduled for October 11th from 10:00am-2:00pm. A flyer created by Eric Epstein, is being sent to be posted at firehouses. Dispatch center will not be open to public or services.

Digital Voice Recorder – Our intent in the past has been on updating EMD on how we develop record & listen to recordings. The company is working on phasing our current product out, updates and such will be unavailable. The Executive Director is making a recommendation for new recorders and presented the board with figures for lease vs. purchase.

OSET Capital Expense Grant: Entertain a motion to appropriate \$23,000 for the purchase of a digital voice recorder to replace the existing Dictaphone Freedom system from our Equipment Replacement Reserve Account. Whereas the

Litchfield County Dispatch, Inc. (LCD) is applying for consideration to the Office of Statewide Emergency Telecommunications (OSET) a Capital Expense Grant request for F.Y. 2008-2009 which, if awarded, will be used to partially fund our replacement of digital recorder in accordance with OSET Capital Expense Grant program guidelines. Let it be resolved that on this date September 25, 2008 that the LCD Board of Directors shall commit to match such funding received dollar for dollar for the purposes as outlined in our grant application with funds set aside in our equipment replacement reserve account for this project.

A motion was made by Darin Reid, seconded by Jeff Towle to accept the OSET Capital Expense Grant as read. Motion carried.

Priority Dispatch ProQA - & AQUA Quality Assurance purchase proposal to enhance our EMD program. As part of our Capital Improvement Plan; this will be a computerized version of our current plan which includes software for 4 positions, along with training.

OSET Capital Expense Grant:

Request a motion to appropriate \$25,778 for the purchase of Priority dispatch “ProQA” Medical Software and “AQUA” – Quality Assurance software, to enhance our EMD program from our Capital Improvement Account. Whereas the Litchfield County Dispatch, Inc. (LCD) is applying for consideration to the Office of Statewide Emergency Telecommunications (OSET) a Capital Expense Grant request for F.Y. 2008-2009 which, if awarded, will be used to partially fund the purchase of ProQA and AQUA EMD programs in accordance with OSET Capital Expense Grant program guidelines. Let it be resolved that on this date September 25, 2008 that the LCD Board of Directors shall commit to match such funding received dollar for dollar for the purposes as outlined in our grant application with funds set aside in our Capital Improvement account for this project.

A motion was made by Darin Reid, seconded by Pat Mechare to accept the OSET Capital Expense Grant as read. Motion carried.

Other Business – Quarterly reports will be emailed out within 2 weeks as well as being posted to LCD website. Directors will be given login/password which they will share w/ service chiefs.

Meeting location – Lakeville for October LCD BOD Meeting, and will go to Goshen for winter months.

XII. Adjournment

Kris Fazzone motioned to adjourn the meeting. The motion was seconded by Darin Reid. Motion carried. The meeting adjourned at 8:53pm.

Minutes submitted by: Cammie Dilger