

LCD Board of Directors Meeting
Goshen Firehouse
Meeting Minutes
November 20, 2008

I. Call to order

James Farkas called to order the regular meeting of the LCD Board of Directors at 7:04pm on November 20, 2008 at the Goshen Firehouse.

II. Roll call

Roll call of Directors showed a quorum present.

III. Approval of minutes from last meeting

A motion was made by Sue Dyer to accept minutes from October 30, 2008 seconded by Joe Weir. Motion carried.

IV. Public Comment

a) Jim Farkas welcomed Megan from Republican American.

V. Correspondence

a) None

VI. Treasurer's Report- James Farkas reported on the following:

- a) Operating account balance \$674,564.16.
- b) Project account balance \$392,870.87.
- c) Budget report was sent electronically prior to meeting.

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

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

- a) Have visited all tower sites...visited Southbury, Sherman and Talcott Mtn this past week.
- b) Working with another municipal agency to co-share VHF frequencies that may allow us more options when dealing with our command frequency concerns. Should have more to report at next meeting. (Freqs: 154.325 & 154.415)
- c) EMD QA 2-day course on December 8 & 9 at the Bantam Fire Station currently has 16 attendees enrolled.
- d) Invoices for 2nd installment have been sent to towns.
- e) Received signed EMD cards from Dr. Salk, Dr. Chin & Dr. Koobatian which allowed us to implement updated 12.0 protocols effective November 10th. Meeting with EMS services pertaining to updated EMD occurred on Thursday November 6th at 7:00pm at Charlotte Hungerford Memorial Conference room and was received positively.
- f) 403B plan w/Heritage Benefits Group (using ING)...start up meeting scheduled for Monday November 24th at 5pm where enrollment kits will be distributed and collected....TPA & investment adviser will be present.

- g) Personnel: Held CPR class (recert) on November 5th, brings all personnel into compliance with regards to CPR requirement for EMD....class given by Jean Speck of Kent EMS....Just recertified 4 employees in EMD in-house – first time we have done this, saving us from the approximate cost of \$4,000 that we can use on other pertinent types of training.
- h) Received approval of grant requests from OSET on 11/17/08 for Digital Voice Recorder & ProQA & AQUA purchases.
- i) Next radio presentations will be December 1st at Burrville Fire School and December 10th at Goshen FD at 7pm....
- j) Paychex will be taking over our payroll effective 11/25/08 payroll....Cost diff: ADP \$81.18/Paychex \$67.65....consideration regarding pretax medical payments, which were not being done by ADP. – HR proposal being solicited also.
- k) Jim Farkas reported that Joe Del Buono has attended and represented LCD on the State Interops as well as 700 MHz subcommittee, EFS 2 area 5 communications as well as training and exercise committee.

VIII. Committee Report's

- a) **By-Law** – Counsel sent Jim Farkas updated version of bylaws. Jim Farkas will review the updated version then get it sent to the board for review prior to the next meeting.
- b) **Executive** – No meeting.
- c) **Finance** – No meeting.
- d) **Personnel** – Joe Weir reported Jeff Jasmine will start full time as of December 31, 2008.
- e) **Protocol** – No meeting.

IX. Old Business

By-Laws – Referred to committee report.

Accounting Manual – Was re-distributed electronically prior to the meeting with all suggested changes from last meeting.

Sue Dyer made a motion to accept the Accounting Manual as presented. The motion was seconded by Rocky Thomlinson. Motion carried with one (1) abstention-P. Mechare.

X. New Business

Sharon Tower-Verizon Contract – Request has been received by Verizon to put up an approximate 12' x 20' building on the Sharon Tower site which resides on the Prindle residence with a rent of \$500.00/mth for the remainder of the contract which is approximately 9 years (to be renegotiated after that time). Once an amendment has been approved by our attorney it will need to be signed by the President to be put in to effect.

A motion made by Sue Dyer and seconded by Ralph Humphrey to give the President authorization to sign the amendment to the original contract allowing Verizon to construct within the perimeter of the existing Sharon Tower area as

soon as it's been reviewed by LCD's attorney. Motion carried with one (1) abstention-M. Lyon.

A motion made by Pat Mechare and seconded by Mark Lyon to add the 2009 Meeting Schedule to the agenda. Motion carried.

2009 Meeting Schedule – sent out electronically prior to the meeting.

A motion made by Pat Mechare and seconded by Ralph Humphrey to accept the 2009 Meeting Schedule as presented. Motion carried.

Other Business

Web EOC – Jim is looking into being able to be assigned a password for a regional center to have access to the EOC system.

Troop L Space & Working Relationships – Briefly discussed.

XI. Adjournment

Joe Weir motioned to adjourn the meeting. The motion was seconded by Ralph Humphrey. Motion carried. The meeting adjourned at 7:57pm.

Minutes submitted by: Cammie Dilger