

LCD Board of Directors Meeting
Lakeville Hose Company
Meeting Minutes
October 30, 2008

I. Call to order

James Farkas called to order the regular meeting of the LCD Board of Directors at 7:19pm on October 30, 2008 at the Lakeville Hose Company.

II. Roll call

Roll call of Directors showed a quorum present.

Jim Farkas thanked Darin Reid for his hospitality for hosting us in Lakeville and providing a delicious meal for the LCD Board of Directors, also thanked Kaki Schafer-Reid for providing dessert from the ambulance group.

III. Approval of minutes from last meeting

A motion was made by Darin Reid to accept minutes from September 25, 2008 seconded by Jim Schultz. Motion carried.

IV. Public Comment

a) None

V. Correspondence

a) None

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

- a) Operating account balance \$761,615.90.
- b) Project account balance \$386,570.87.
- c) Budget report was sent electronically prior to meeting.

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

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

- a) New CAD is up and running...working out minor bugs found – will soon begin inputting dispatch procedure protocols from book into CAD
- b) Have received approval from FCC on new frequency...159.1125, which will allow us to move forward with our radio project that will address our command frequency concerns.
- c) We will be hosting an EMD QA 2-day course on December 8 & 9 at the Bantam Fire Station. Sending Communications Manager Webb and one other. Plan to have ED-Q program up and running by January 1st, 2009.
- d) We are still waiting for contracts from Bridgewater and Morris – have contacted them, bills for 2nd installment will be sent out soon.
- e) Awaiting EMD cards to be returned with signatures from Dr. Salk, Dr. Chin & Dr. Koobatian. Meeting with EMS services pertaining to updated EMD is set for

Thursday November 6th at 7:00pm at Charlotte Hungerford Memorial Conference room.

- f) Audit report has been received and we have brought copies for directors who want to review it.
- g) Personnel committee held interviews on 10/28/08 with 8 prospective new dispatchers that had successfully completed the Critical test we gave. Full-time dispatcher to be hired by Jan 2, 2009.
- h) Personnel: All LCD personnel are fully certified and properly recorded by the State of CT Office of Education and Data Management within the Dept of Public Safety. We are recertifying three (3) dispatchers in EMD in-house, which will allow LCD to use monies from the training fund for other pertinent types of training. We need to send one dispatcher to an EMD re-cert class at a cost of \$1,200 because he could not meet certain requirements. This will be last dispatcher to be recertified this way in EMD.
- i) Digital Voice Recorder grant request sent to OSET – awaiting decision.
- j) ProQA & AQUA grant request sent to OSET – awaiting decision.
- k) Paychex - looking into products, costs, etc. vs. ADP.

VIII. Committee Report's

- a) **By-Law** – Met w/ Executive Committee; bylaw changes discussed and have come to a consensus. Will be brought to the board within 60 days. (Counsel was working w/ different draft version then committees)
- b) **Executive** – Met w/ Bylaws Committee.
- c) **Finance** – No meeting.
- d) **Personnel** – Meeting held. Joe Weir reported the Committee held 2nd interviews for the 2009 dispatcher hiring list.
- e) **Protocol** – No meeting.

IX. Old Business

By-Laws – Referred back to committee.

403(b) – have selected Heritage Benefits Group to administer our plan – complete from documentation, to employee counseling to IRS reporting. Will be using ING as our Investment Plan provider and we shall be up and running by December 1.

Radio Presentation – Presentations continuing to be well received. Next presentation scheduled for Nov 17th in Morris. Bringing presentation to Firefighter 1 class at the Burrville Fire School for Dec 1st.

X. New Business

Audit – Robert E. King & Co., P.C. has recommended that management establish and implement an accounting procedures manual/conflict of interest policy. Management has already completed drafts to be reviewed by the BOD.

Accounting Manual – Was distributed electronically prior to the meeting. Discussion ensued about some wording changes/additions (dollar amount(s)) to be made to the manual along with some additional reports to be generated.

A motion was made by Darin Reid and seconded by Pat Mechare to table the Accounting Manual discussion to the next BOD meeting. Motion carried.

Conflict of Interest Policy – Joe worked w/ Lorry and has put together a standard conflict of interest policy that was distributed to the directors electronically prior to the meeting. It was recommended to correct a typo in Article IX that refers back to Article VII it should read Article VIII.

A motion made by Pete Grusauskas and seconded by Darin Reid to accept the policy as distributed with the recommended correction made. Motion carried.

2009 Meeting Schedule – Short discussion on BOD meetings. (Should meet monthly or bi-monthly?) Consensus was to continue meetings monthly. November 20th BOD meeting will take place in Goshen along with all future meetings. Cancellation notice to be sent regarding our December 2008 BOD meeting.

Other Business

Steering Committee - met and suggested uses for 08-09 monies. One of the suggestions came from EFS 2 is the possibility to build out area 5; currently we do not have a county system.

Communications Manager Contract – approve Communications Manager contract as presented last month need the contract ratified by the BOD.

A motion made by Jim Schultz and seconded by Pete Grusauskas to approve the Communications Managers contract as presented and agreed upon at the September 25, 2008 BOD meeting. Motion carried.

XI. Adjournment

Darin Reid motioned to adjourn the meeting. The motion was seconded by Jim Schultz. Motion carried. The meeting adjourned at 8:39pm.

Minutes submitted by: Cammie Dilger