

LCD Board of Directors Meeting
Goshen Firehouse
Meeting Minutes
February 26, 2009

Call to order

James Farkas called to order the regular meeting of the LCD Board of Directors at 7:05pm on February 26, 2009 at the Goshen Firehouse.

Roll call

Roll call of Directors showed a quorum present.

Approval of minutes from last meeting

A motion was made by Pete Grusauskas to accept minutes from January 29, 2009 seconded by Mark Lyon. Motion carried.

Public Comment

- a) James Farkas welcomed John Foley, Chief-N. Canaan F.D. who will be joining our board of directors. Jim also thanked Rick Weaver for all his years of service on the board.
- b) Jim Farkas introduced Marla Scribner; Executive Secty-Mayor's Office New Milford and thanked her for joining us.

A motion made by Jim Schultz and seconded by Bill LeGeyt to move New Business up on the agenda. Motion carried.

New Business

- a) **New Milford** – Had a meet and greet with New Milford regarding looking into LCD taking over all services (Police, Fire and EMS). New Milford is looking into all options. This is also a fact finding mission w/ the recent push from OSET to regionalize. This could help to lower costs all around but this is first of many discussions to come to help define goals and what steps to take next. Discussion ensued with positive thoughts brought forth.

A motion made by Pat Mechare and seconded by Darin Reid that we move to support looking into bringing on New Milford. Motion carried.

Correspondence

- a) None

Treasurer's Report- Pete Grusauskas reported on the following:

- a) Operating account balance \$879,350.58.
- b) Project account balance \$418,361.88.
- c) Budget report was sent electronically prior to meeting.

Darin Reid made a motion to receive the treasurer's report, seconded by Bill LeGeyt. Motion carried.

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

- a) CAD update on hold due to installations of Digital Recorder and ProQA, will get back on track now.....Litchfield, Kent, New Hartford and Morris are in; Dan is currently working on Norfolk.
- b) Pro-QA & Aqua has been installed on dispatch center PC's and is fully functional. Training of all employees was completed as of today. We are using ProQA in the center as we speak.
- c) All 2nd installments have been received, but Bridgewater has yet to send in their signed contract.
- d) New Digital Voice Recorder has been installed and fully operational on 2/10/09.
- e) We have begun our HR relationship with Paychex – met with representative on 2/18 and have our second meeting set for 3/11/09.....Working on handbook, job descriptions, worker's comp, cobra & possibly medical plan management. IRS has been in contact with us on 2/20/09 and informed us that we have an overpayment of \$6333 (ADP overpayment) and will be refunding us a check in 4 – 6 weeks.
- f) Dan & I met with Northeastern Communications on Feb 10th to discuss upgrading (hardware, software & firmware) our Centracom Gold Elite Dispatch consoles....Their tech that was working on the quote had a family emergency so, I anticipate having a proposal for board action at March meeting. (Three Consoles installed in 2000 and in 10/2002 added 3 additional positions with an upgrade.)
- g) Just completed proposed 2009-10 Budget and should complete 5 yr. capital plan next week. Budget will go to Executive Board and Finance in early March and presented to the Board for approval at the March/April meeting.
- h) I continue to attend monthly meetings representing LCD's interest with regards to regional dispatching needs with Litchfield Fire Chief's Task Force, Region 5 Hazmat Task Force, as well as Homeland Security Region 5 committees of Emergency Services Function – Communications (ESF-2) and Region 5 Training & Exercise Planning Workgroup.
- i) Have received signed contract from Verizon regarding building at Sharon (Surdan Mtn Rd).

Committee Report's

- a) **By-Law** – Jim Farkas asked for any final recommendations to be discussed at this time. Requested changes by the board for wording to be changed in section 9.1 the words (or by proxy) to be removed.

A motion made by Ruth Epstein to recommend the by-laws be brought forth to the membership meeting as amended. Motion was seconded by Pat Mechare. Motion carried.

- b) **Executive** – Meet for budget workshop.
- c) **Finance** – No meeting. Date to be set.
- d) **Personnel** – No meeting. Date to be set.
- e) **Protocol** – No meeting. Date to be set.

Old Business

By-Laws – Refer to committee report.

Other- Jim Schultz brought up questions regarding the licensing of our current transmitters. Stated his discomfort that this are still being used w/o the proper licensing and suggested we turn them off while looking into a special temporary interim step for the proper authority to run while working on being licensed. Jim Shultz also voiced his concern for the organization. Discussion ensued and Jim Farkas responded that this was something we were recently made aware of are making every effort to make this a top priority and take care of this quickly without interruption to public service.

Adjournment

Eric Epstein motioned to adjourn the meeting. The motion was seconded by Jim Schultz. Motion carried. The meeting adjourned at 8:38pm.

Minutes submitted by: Cammie Dilger