

LCD Board of Directors Meeting
Goshen Firehouse
Meeting Minutes
January 29, 2009

I. Call to order

James Farkas called to order the regular meeting of the LCD Board of Directors at 7:10pm on January 29, 2009 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 Pat Mechare to accept minutes from November 20, 2008 seconded by Jim Schultz. Motion carried.

IV. Public Comment

a) None

V. Correspondence

a) None

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

- a) Operating account balance \$980,442.13.
- b) Project account balance \$412,043.66.
- c) Budget report was sent electronically prior to meeting.

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

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

- a) We are in the process of moving our monies out of Merrill Lynch and into First National of Litchfield (combined operating acct. & payroll) and Waterbury Firefighters FCU (projects), Bank of America (operating account/money market acct.) – we have closed payroll at BOA because of ADP issue and combined with our operating account...we are also in the process of updating signers (members of our Executive Board) on BOA account. Signers on FN Litchfield and Firefighters CU have been completed.
- b) CAD update is going well.....Litchfield, Kent, New Hartford and Morris are in; Dan is currently working on Norfolk. I will report updated status at each board meeting until we are completed with project.
- c) EMD QA 2-day course held on December 8 & 9 at the Bantam Fire Station went well both Kevin & Kaki passed and have begun ED-Qing calls.
- d) EMD has been improving in the center according to plan. We have purchased & received the Pro-QA computer programs for EMD and AQUA (ED-Q computer version). We have begun to install Pro-QA and test it. We have training sessions set for February 23, 24, 25 & 26 for both Pro-QA & Aqua and help with

- installation. Our CAD Company is developing an interface between CAD & Pro-QA that should be completed before we go live with Pro-QA.
- e) All 2nd installments have been received, but Bridgewater was short \$20 and they have yet to send in their signed contract.
 - f) Presented a training session (at the request and coordination of BOD member Rocky Tomlinson) on EMD at the Washington Fire Station. Regional School Administrators & nurses as well as representatives from Gunnery, Rumsey & Wash. Montessori were in attendance. Reviewed EMD protocols and the importance of answering protocol questions – well received.
 - g) Since our last meeting we experienced water leaks at both locations. Operations Manager Dan Soule came in off duty and took care of both situations to ensuring none of our equipment would be damaged...I contacted our landlord at Admin and they quickly took care of the problem, along with fixing other concerns regarding icing over our entrance door as well as poorly functioning entrance door (not always closing). Responded in a timely manner to our requests....Dan contacted CSP maintenance about leak at dispatch center, unfortunately it was on a Sunday and the next day was a holiday, but we were lucky that it was also affecting the LT & Sgt offices so CSP sent out maintenance on Monday do successfully resolve the icing/leaking situation at the center.
 - h) Letter has been sent to Major Hyatt at Troop “L” requesting use of Region 5 offices once they vacate in 2009. He told me he would present it at the next DAS meeting which was the next day. I know he did this because several people outside of CSP who were at the meeting (George Pohorlik-OSET & Gordon Shand-OEMS) told me it was brought up and discussed – no action taken. Supposedly, Reg 5 is moving out around Feb. 27.
 - i) 403B plan w/Heritage Benefits Group (using ING)...all accounts are opened and monies have been moved from Merrill Lynch. ML tried to charge our members a fee for the move, but we worked with Heritage and got ML to waive the fees for our members. Heritage Group will submit the required Form 5500 to IRS (this was done in the past by Ms. Sebach who over the past several years has informed us she would no longer be able to do this – 403B plan should be all set now.
 - j) Personnel: No major issues to report...there have been appropriate disciplinary action taken over the past few months (both written and verbal forms)...discipline measures have seem to made proper corrective action. Comm. Mgr. Kevin Webb has completed his initial evaluation (using form developed) on Disp. Jacob Keller, who was coming off 1 yr. probation. Form is very detailed – took approximately 3 – 4 hours to complete and interview with Disp. Keller took 45 min – 1 hr, positively received – form worked well. We will be performing evaluations on all employees over the next two months. As of 1/28/09, Kevin & Dan have begun to work the board on Wednesday’s splitting the Admin shift.
 - k) At the request of the Union, we have signed a Letter of Understanding changing the dispatcher’s work shift hours from 0500 - 1700 TO 0530 – 1730...the other shift was kept at 0600 – 1800.
 - l) As you will see shortly, we have redesigned our patch and are putting it on our future uniform purchases.

- m) We held a training session on 1/27/09, Harassment & Discrimination policies were reviewed, our insurer VFIS gave us a DVD to present as part of training. All personnel have signed off as receiving this training. We also reviewed EMD protocols with emphasis on protocol 33 which was recently reinstated regarding nursing facilities and all facilities where the call may be from an evaluation of a doctor or nurse – we are moving forward as planned with the reimplementation of protocol 33. We also reviewed protocol 30 (traumatic injuries) and 17 (falls) with regards to the ski areas we service. General Policies and Procedure discussions.
- n) Have met with representatives of Litchfield County Fire Chiefs regarding Task Force teams and LCD's role in coordinating dispatching efforts (Winsted incident). Also in process of coordinating dispatching communications with region 5 Haz-Mat teams.
- o) Digital Voice Recorder has been selected Nice Call Focus III, installation date of 2/10/2009 has been given to us by BEI of Cheshire who installed/maintains our current recorder.
- p) Paychex has taken over our payroll duties effective 11/15/08 payroll....we now have a 125 Plan in place and they have done our corrected quarterly's (990) and has sent out employee's W-2....we had one problem with ADP withdrawing an additional payroll tax and sending it to IRS in the amount of \$6313, after efforts to get this corrected with ADP went unsuccessful, Paychex has assured us that they will file the 990 quarterly and we will get a credit from IRS for this amount. We have received a proposal from Paychex to service us with their HR suite. This service has been budgeted for in the 08-09 budget (\$14,900)...Initial cost would be \$1,500, bi-weekly expense would be \$484.13 discussed what was included in the package.
- q) Dan & I will be meeting with Northeastern Communications on Feb 10th to solicit quote on upgrade (hardware, software & firmware) to Centracom Gold Elite Dispatch consoles....will be coming back with a proposal for board action at February meeting. Three Consoles installed in 2000 and in 10/2002 added 3 additional positions with an upgrade.
- r) Dan and I are currently working on 5 year (7 yr) capital plan. Plan to include entire radio system infrastructure, Sherman Tower site project of which we are currently working with Director Fazzone regarding a possible site in Sherman, Hartland Tower project, Backup dispatch center as well as addressing our current radio concerns regarding the Dispatch & Command channel interference. We are also working on 2009-2010 budget, awaiting figures from OSET on state funding, efforts will be made to hold the line on charges to towns...towns should budget for 3% increase, but every effort will be made to keep fees near or at current levels. Budget will go to Finance in early April and for Board approval at April meeting.
- s) We have met with a consultant regarding licensing of our current sites. We will be working with him on the first phase of a three phase project....the First phase will be to have the consultant prepare and provide the necessary licensing application documents for 7 additional sites using our current frequencies of 155.1075 and 155.1225; If the 1st phase goes well we will then consider working with him in the 2nd phase which would be to research and identify other

frequencies available to us to develop R/X & T/X frequency pairs at all 15 sites to address our Command Channel concerns. The 3rd phase would be to properly apply and license the identified frequencies in phase 2.

A motion made by Sue Dyer and seconded by Darin Reid to allow the President to sign agreement and hire Change Tac in order to get 7 licenses to operate under FCC rules. Motion carried.

Jim Schultz stated that he would like to go on record that it is inappropriate to keep those on the air until they are licensed....the president and executive director continued with discussion regarding concerns on this issue....after further discussion, Jim Schultz stated that he would recommend that we have a contingency at the same time as we research their licensing of the unlicensed transmitters, that if they do not get accepted or they do not meet frequency coordination and if they are not able to be licensed that we have a contingency for other locations that possibly those transmitters can be placed and licensed....Jim Schultz also stated – as a member of the Board of Directors he is really concerned that the fines that could be levied against the corporation along with the possibility of imprisonment. He wants to go on record that it has to be done and it has to be done now.

- t) Contract with Verizon regarding building at Sharon (Surdan Mtn Rd) has been approved by our atty. and awaiting a returned contract from Verizon legal.

VIII. Committee Report's

- a) **By-Law** – Jim Farkas reviewed the latest revised version and distributed it to members of bylaw committee. With no changes requested by the committee it was sent to the board for review prior to the BOD meeting. End result to read, endorse, and review again at the February BOD meeting for any final recommendations. Then bring to April membership meeting for approval. Discussion ensued.
- b) **Executive** – No meeting.
- c) **Finance** – No meeting.
- d) **Personnel** – No meeting.
- e) **Protocol** – No meeting.

IX. Old Business

By-Laws – Refer to committee report.

X. New Business

Other Business-Informational-Union held elections for officers – Aaron Lanthier-President, Katharine Schafer-Reid-Vice President, Matt Ludwig-Treasurer, & Melissa Lindgren-Secretary.

Wallace Chase is back working part time and Jeff Jasmine has started full time. Dispatchers have stepped up offering to take on additional responsibilities working on projects such as CAD.

Kevin Webb has done a great job with the new responsibilities of the Communications Manager position. He has completed an evaluation for a probationary dispatcher and will be completing evaluations for all dispatchers.

XI. Adjournment

Ralph Humphrey motioned to adjourn the meeting. The motion was seconded by Darin Reid. Motion carried. The meeting adjourned at 9:05pm.

Minutes submitted by: Cammie Dilger