

LCD Board of Directors Meeting
Goshen Firehouse
Meeting Minutes
July 30, 2009

Call to order

James Farkas called to order the regular meeting of the LCD Board of Directors at 7:05pm on July 30, 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 Bill LeGeyt to accept minutes from June 25, 2009 seconded by Darin Reid. Motion carried.

Public Comment

a) None.

Correspondence

a) None

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

- a) Operating account balance \$1,044,382.68.
- b) Project account balance \$537,209.78.
- c) Budget report was sent electronically prior to meeting.

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

A motion made by Pat Mechare and seconded by Darin Reid to amend the agenda to add Executive session at the end of the agenda for purpose of personnel issue. Motion carried.

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

- a) CAD update: Sherman, Goshen, Warren, Barkhamsted, North Canaan and Sharon recently completed. Remaining towns: Colebrook and Salisbury.
- b) Met with Winsted town officials on June 11th continuing discussions on LCD providing Police/Fire/EMS dispatching services for Winsted. LCD explained what services we would provide and once Winsted officials decide they want to seriously move forward with this then we will provide proposal in writing along projected costs. As of this date have not heard back from Winsted Town officials. Met with Middletown PSAP officials; they dispatch Portland and use same CAD system Winsted uses.

7:20pm Register Citizen reporter entered the meeting.

A motion made by Pat Mechare and seconded by Dave Chase to add Town of Winchester to discuss further services to executive session. Motion carried.

- c) EMD going well, ED-Q progressing as expected. We have answered 2300 EMS calls for service and have ED-Q 503 calls, which is 22%. The center's overall performance numbers were presented at this meeting to the BOD. DRC committee met on June 9th and reviewed EMD program. Also welcomed Stuart Gereg of Salisbury EMS as new member to committee.
- d) Received second draft of proposed handbook from Paychex HR awaiting executive board review.

- e) Change TAC consultant received preliminary report from state frequency coordinators, only concerns are Talcott Mountain and Hartland – our consultant is working with state coordinator who is recommending we place directional antennas at Talcott Mtn. and Hartland – should have suggestions by tomorrow.... Consultant still working with coordinators regarding licensing the repeater pair 159.1125 (FB2) and 158.730 (Mobile) at all sites.
- f) The following towns 1st installment of their contract fees have yet to be received: Bridgewater, Canaan and Morris; all contracts have been returned.
- g) Had a tour of the Center by Region 5 County Coordinators on Tuesday 7/28..they also attended the beginning of our staff in service training of which we reviewed SOP regarding LCD responsibilities as dispatching coordinator for LCFC Task Force Program.
- h) Held our 3rd training session this year reviewed EMD program progress, Specific review of animal bite and drowning protocols, also reviewed QA program. Reviewed current CAD updates and answered operational questions. Went over updated part-time employment policy approved by BOD.
- i) Sherman tower update: met with representatives of Sherman & AT&T regarding a town owned property site....we are developing a agreement with AT&T for tower installation and once that is done we will develop an agreement with the Town of Sherman and will bring both agreements to Board for consideration/approval.

Committee Report's

- a) **By-Law** – No meeting.
- b) **Executive** – No meeting.
- c) **Finance** – No meeting.
- d) **Personnel** – No meeting.
- e) **Protocol** – Met and will reconvene soon; still working on current policies.

Old Business

DEMHS Region 5 Radio Build Out Project – Update; proposed expansion project funding is secured for sites to increase regional coverage.

Other – Console upgrade; OSET grant request for matching funds has been approved for 18,226.48.

New Business

Change Tac-Phase II – researching and licensing of all 15 sites.

Motion made by Darin Reid and seconded by Peter Grusauskas for \$8,850.00 additional as agreed upon with Change Tac consultant to complete Phase II. Motion carried.

Note: in addition to previously signed contract of April 24, 2009 for \$2300.00 for Phase II for a total of \$11,150.00.

Burrville Fire School – Preliminary discussions w/ Exe. Director of Burrville Fire School to combined and have new home for LCD. Looking for support to move forward looking into Burrville; new communication center site. Discussion ensued.

Motion made by Ernie Bunnell and seconded by Bill LeGeyt in favor of checking out the possibility and options to continue to look into Burrville Fire School as a possible home. Motion carried.

Revised Accounting Manual – manual sent electronically prior to meeting w/ proposed revisions. Suggestion to strike out account numbers (pg 1) and tax exempt number from manual (pg 5).

Motion by Pat Mechare and seconded by Ruth Epstein to adopt the changes with the additional changes noted above. Motion carried with 1-opposed.

Motion by Pat Mechare and seconded by Ruth Epstein to amend the above motion to include wording under Financial Information Release (pg 2) “with employees permission” and add under Personnel section (pg 7). Motion approved.

Surdan Mtn Tower – neighbor expressed concern for emission of radiation from this tower. Letter to be sent from LCD to homeowner.

Emergency Notification Systems – State has approved Everbridge (formally 3N) as provider of ENS for all 107 PSAP’s in state to be implemented mid August. Discussions ensued.

Motion made by Pat Mechare and seconded by Darin Reid to move to executive session at 8:46PM to report on Personnel issue and negotiation with Winsted. Motion approved.

Motion made to come out of executive session at 9:07pm. Motion approved.

Adjournment

Pat Mechare motioned to adjourn the meeting. The motion was seconded by Peter Grusauskas. Motion carried. The meeting adjourned at 9:07pm.

Minutes submitted by: Cammie Dilger