

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

Call to order

Eric Epstein called to order the regular meeting of the LCD Board of Directors at 7:05pm on March 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 Darin Reid to accept minutes from February 26, 2009 seconded by Pete Grusauskas. Motion carried with 2 abstentions – P. Mechare/R. Epstein.

Public Comment

a) None.

Correspondence

a) None

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

- a) Operating account balance \$957,785.50.
- b) Project account balance \$428,782.28.
- c) Budget report was sent electronically prior to meeting.

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

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

- a) CAD update: since last month's report – Bridgewater & Canaan/Falls Village as well as Norfolk have been completed.....previously reported complete were: Litchfield, Kent, New Hartford and Morris are in; Dan is currently working on Washington.
- b) Dispatcher's are using Pro-QA in their daily operations of handling 9-1-1 medical calls and is going very well. Kevin and Kaki have delved full stride into the ED-Q – they are currently Qing all calls and have begun a review system which is very impressive in such a short period of time.
- c) Met with Charlotte Hungerford's EMS coordinator and we are in the process of forming two committees to oversee our EMD program...the first committee will be the Dispatch Review Committee and we have a meeting set for April 23rd, this committee charge is the formal review of compliance reports derived from our QA unit (meeting monthly)we are in the process of putting in place the Dispatch Steering Committee – which will include The Hospital ER doctors, 2

EMD coordinators, representatives from the paramedic services we work with as well as EMS/Fire Chief's – along with Kevin, Kaki and myself – this committee's charge is to make final decisions and approval of policies (meeting quarterly).

- *Kevin Webb made a presentation on how the new ProQA works with our system.*

- d) LCD management recently went for a tour of facilities and operations at Dutchess County Dispatch....came away with good information and enlightenment on how they perform 9-1-1 dispatching services. This visit was made to assist us in developing our proposal to New Milford's request to take on their dispatching duties.
- e) Developing proposal to New Milford for dispatching services, meeting set for March 31st to give presentation.
- f) Staff continuing to work with Paychex HR – met with representative on 3/11/09 began work on handbook, next meeting set for April 2nd...Also moving forward with upgrading job descriptions and looking at proposal's for worker's comp, cobra & possibly medical plan management – which are included in the HR suite we currently have. IRS has sent us a check in the amount of \$6333 (cover ADP overpayment reported)....also received \$802 check from IRS from our 3rd quarter find that we were being taxed on our medical benefits package. All past ADP errors have been reconciled with the assistance of Paychex and have been properly deposited.
- g) I continue to represent LCD interests by attending meetings and staying informed with Region 5 (Homeland Security) activities as well as Regional Haz-Mat response dispatching. Also working with Litchfield County Fire Chief's Task Force and Strike Teams development and our role in dispatching and communications with this group.
- h) Completed and presented proposed 2009-10 Budget to finance committee as well as an updated 5/10 yr. capital plan.

Committee Report's

- a) **By-Law** – No meeting.
- b) **Executive** – Met w/ Finance.
- c) **Finance** – Budget discussed and unanimously passed by Exe/Finance committees; to be brought to board for final approval. Increase in overall budget with little to no effect to the towns. 2009-2010 budget report was sent electronically prior to meeting. Some discussion ensued.

Jim Farkas thanked Joe Del Buono and Dan Soule for all their help putting the budget together.

- d) **Personnel** – No meeting.
- e) **Protocol** – No meeting. Date set for April 7th at 7:00pm; LCD Admin office.

Old Business

- a) none

New Business

Budget – Refer to committee report.

A motion made by Pat Mechare to add a breakdown of administration and dispatch payroll to all future budget reports. Seconded by Ruth Epstein. Motion carried.

LCD will also provide the breakdown for 2009-2010 budget as requested.

A motion by Kris Fazzone to pass the budget as presented was seconded by Rocky Tomlinson. Motion carried with two (2) opposed - P. Mechare/R. Epstein and one (1) abstention - D. Reid.

Adjournment

Pete Grusauskas motioned to adjourn the meeting. The motion was seconded by Mark Lyon. Motion carried. The meeting adjourned at 8:18pm.

Minutes submitted by: Cammie Dilger