

LCD Board of Directors Meeting
Goshen Firehouse
Meeting Minutes
May 28, 2009

Call to order

James Farkas called to order the regular meeting of the LCD Board of Directors at 7:05pm on May 28, 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 Brian Hutchins to accept minutes from April 30, 2009 seconded by Bill LeGeyt. Motion carried.

Public Comment

a) None.

Correspondence

a) None

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

- a) Operating account balance \$757,235.78.
- b) Project account balance \$519,098.64.
- c) Budget report was sent electronically prior to meeting.

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

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

- a) CAD update: since last month's report – Harwinton, Cornwall completed, working on ShermanPreviously reported as complete were: Litchfield, Kent, New Hartford, Morris, Bridgewater, Hartland, Norfolk, Washington & Canaan .
- b) Met with Winsted town officials on May 7th to discuss dispatching services. Next meeting set for June 4th.
- c) Dispatch Review Committee (DRC) next meeting set for June 9th.
- d) Received preliminary handbook from Paychex HR awaiting second draft to present to executive board....expected 3 more months for completion.....In the process of setting up a Flexible Savings Account for employees (FSA) and Paychex rep is taking over as our broker regarding medical plan management we are reviewing options.
- 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) All employee evaluations have been completed and reviewed.

Committee Report's

- a) **By-Law** – No meeting.
- b) **Executive** – Met w/ Personnel Committee.

- c) **Finance** – Met May 28, 2009, recommendation made to BOD, Robert King as the auditing firm for fiscal year 2009-2010.

A motion made by Darin Reid and seconded by Joe Weir to accept the recommendation from the Finance Board to appoint Robert King as our Auditing Firm for fiscal year 2009-2010. Motion carried.

- d) **Personnel** – Met w/ Executive Committee. To report on in executive session.
e) **Protocol** –Next meeting scheduled for May 2, 2009 at 6PM-LCD Admin office.

Old Business

Part Time Employees Compensation – policy was sent electronically prior to meeting. Discussion ensued.

Motion made by Bill LeGeyt and seconded by Ruth Epstein to adopt the Part Time Employee Compensation policy as presented. Motion carried.

New Business

Review/Consider Capital Plan – Capital Plan was handed out for review; each item reviewed in detail. Discussion took place.

A motion made by Pete Grusauskas to accept the Capital Plan as presented. Seconded by Bill LeGeyt. Motion carried.

Request for Capital Expenditure for Console Upgrade – Dispatch center complete console upgrade for 5 regular positions and 1 backup position. Discussion ensued.

Motion by Darin Reid and seconded by Scott Kellogg accept proposal of \$57,000.00 for Console upgrade for fiscal year 2008-2009. Motion carried.

OSET Capital Expense Grant:

Whereas the Litchfield County Dispatch Inc. (LCD) is applying for consideration to the Office of Statewide Emergency Telecommunications (OSET) a Capital Expense Grant request for F.Y. 2008-2009 in the amount of \$18,226.48 which will be used to partially fund our Motorola Centracom Elite Console upgrade project - let it be resolved that on this date May 28, 2009 that the LCD Board of Directors shall commit to match such funding received dollar for dollar for the purposes as outlined in our grant application with funds set aside in our 2008-2009 Capital Improvement account for this project.

Motion by Sue Dyer and seconded by Mark Lyon to accept the above resolution as read. Motion carried.

Request for Capital Expenditure for Voting Comparators –

OSET Capital Expense Grant:

Whereas the Litchfield County Dispatch Inc. (LCD) is applying for consideration to the Office of Statewide Emergency Telecommunications (OSET) a Capital Expense Grant request for F.Y. 2008-2009 in the amount of \$30,941 which will be used to partially fund our replacement of two (2) Spetrac Voting Comparators within our Motorola Simulcast radio system - let it be resolved that on this date May 28, 2009 that the LCD Board of Directors shall commit to match such funding received dollar for dollar for the purposes as outlined in our grant application with funds set aside in our Capital Improvement Account for this project.

A motion made by Bill LeGeyt and seconded by Ralph Humphrey to accept the above resolution as read. Motion carried.

Motion made by Jim Schultz and seconded by Sue Dyer to move to executive session at 8:13PM to report on Executive and Personnel Committee meeting. Motion approved.

Motion made by Peter Grusauskas to come out of executive session at 9pm and seconded by Eric Epstein. Motion approved.

Motion made by Susan Dyer and seconded by Mark Lyon to approve non-union personnel raises as recommended by the Executive Board and Personnel Committee as follows:

Executive Director: \$72,000 annual

Communications Manager: \$58,800 annual

Operations Manager: \$59,800 annual (Less 10% of \$66,445) for 36 hour work week

Bookkeeper/Office Mgr: \$18.50 per hour

Motion carried with one (1) abstention – Bill LeGeyt.

Adjournment

Ralph Humphrey motioned to adjourn the meeting. The motion was seconded by Darin Reid. Motion carried. The meeting adjourned at 9:04pm.

Minutes submitted by: Cammie Dilger