

LCD Board of Directors Meeting
Goshen Firehouse
Meeting Minutes
November 19, 2009

Call to order

James Farkas called to order the regular meeting of the LCD Board of Directors at 7:05pm on November 19, 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 October 29, 2009 seconded by Dave Chase. Motion carried.

Public Comment

- a) James Farkas welcomed Wally Chase and wife to the meeting. Also, introduced Daryl Byrne Chief of Norfolk and thanked for visiting.

Correspondence

Received and read thank you note from the Ed Humphrey & family for flowers sent on behalf of BOD in remembrance of Director Ralph Humphrey.

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

- a) Operating account balance \$635,352.04.
- b) Project account balance \$879,752.34.
- c) Budget report was sent electronically prior to meeting.
- d) All approved monies have been moved to our Equipment Replacement fund.

Joe Weir 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) Phase 1-license application and the Region 5 project (Danbury & Southbury) has been sent to APCO for consideration and approval. FCC website reflects that the 3 applications for LCD in pending status. Phase II – completed his research; found one pair of frequencies that we currently have that can be properly licensed and then used for our command channel. Suggestion for a second pair of frequencies; will meet with him and Julie of Northeastern Comm. to see what type of equipment and combiners will be needed for this project which would then be Phase III.
- b) Console Upgrade project; quotes have been sent to OSET for approval anticipate answer in next 30 days or less and we are ready to move forward with this project to upgrade our 6 position console system once we receive OSET approval.
- c) Quarterly in-service training session held on November 5th; reviewed EMD protocol 36 with regards to H1N1 Pandemic flu outbreak. Employees have been trained on the use of the protocol, it has been made clear to all dispatcher's that his protocol is not to be used unless we (LCD) has been directed to do so by our medical director Dr. Salk. Also reviewed the use of the aspirin administration diagnostic and informed our services that we will notify them when we have directed the patient to take aspirin. Electronic copies of new LCD handbook were reviewed with the employees. A bound copy will be

distributed and signed for and expected to abide by in future when issue(s) not in contract arise. Discussed official communications between management and employees.

Reviewed use of poison control as a service to the center.

- d) ENS (Emergency Notification System) by Everbridge; Kevin attended training. LCD received code to get into the system. Kevin has been testing the system. Dan to attend December 1st & 2nd. Awaiting policy protocols from state; in lieu of such policies we have begun to develop our own so there is some guidelines to follow. Questions will be answered with time, but we plan to use it as necessary for now. Opt in after Jan 3rd.
- e) Simulcast system failed (GPS system) had to be manually turn on our backup. Thanked Pete Grusauskas for going to turn on system. New GPS has been installed and have had no incidents since.
- f) Memo to all employees regarding flu season; employee were reminded to keeping areas sanitized and stay home if you having flu like symptoms.
- g) CT Critical Stress Management Class – sent Katharine Schafer-Reid. She can now assist LCD with stress management with in the center and will also help out fellow 911 centers.

Committee Report's

- a) **By-Law** – No meeting.
- b) **Executive** – No meeting.
- c) **Finance** – No meeting.
- d) **Personnel** – No meeting. Announcement; spoke w/ chair of committee and have asked Pat Mechare to serve on this committee and she has accepted.
- e) **Protocol** – Meeting canceled for November 18, 2009.

Old Business

Protocol – Plain Language vs. Codes – Report was emailed out prior to meeting to all services to make their director aware of their preference of Plain language vs. Codes. Brief discussion ensued.

A motion made by Eric Epstein and seconded by Jeff Towle that the LCD Board of Directors abandons the use of current signals and adopts the use of plain language by the dispatch center and all field units. This transition and training is to be accomplished by the LCD Protocol Committee and LCD staff, with progress updates reported to the Board of Directors on a regular basis. Motion carried by roll call vote (on file) with eleven (11) yes votes, two (2) opposed and one (1) abstention.

Motion by Peter Grusauskas and seconded by Darin Reid to amend the above motion for full implementation target date to be July 1, 2010. Motion carried with one (1) opposed.

Other: Comparator Project – The chair entertained a motion to have Northeastern Communications provide and install two replacement comparators at our Mohawk Mtn site at the quoted price of \$60,295.48.

Motion to approve the project made by Pat Mechare and seconded by Bill LeGeyt. Motion carried unanimously.

New Business

Audit Report – Reviewed completed Audit report for 2008-2009.

Motion made by Pete Grusauskas and seconded by Sue Dyer to receive the audit report. Motion carried unanimously.

IP Consolette – Briefly discussed.

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. 2009-2010 in the amount of \$18,655.00 which will be used purchase two (2) TELEX IP Consolette's to be used to develop our backup dispatch center - let it be resolved that on this date November 19, 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 2009-2010 Capital Expenditure account for this project. Motion to approve the project made by Peter Grusauskas and seconded by Sue Dyer. Motion carried unanimously.

OTHER – 20th LCD Anniversary/Holiday Party – Directors & guests, Chiefs of Service & guests and LCD Staff & guest invited to attend December 11, 2009, at 6:30pm at the Northfield Fire Station. Email invites to be sent out shortly.

Adjournment

Darin Reid motioned to adjourn the meeting. The motion was seconded by Steve Kroehle. Motion carried. The meeting adjourned at 8:19pm.

Minutes submitted by: Cammie Dilger