

**LCD Board of Directors Meeting**  
**Goshen Firehouse**  
**Meeting Minutes**  
**October 29, 2009**

**Call to order**

James Farkas called to order the regular meeting of the LCD Board of Directors at 7:05pm on October 29, 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 September 24, 2009 seconded by Peter Grusauskas. Motion carried with 1 abstention.

**Public Comment**

- a) James Farkas thanked Ruth Epstein for serving on the board and committees. Welcomed Ed Dorsett as the new Director from Morris. Thanked Lew Clark, FC from Morris for visiting.

**Correspondence**

- a) None

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

- a) Operating account balance \$890,700.83.
- b) Project account balance \$656,715.83.
- c) Budget report was sent electronically prior to meeting.
- d) Audit and management letter drafts sent to Finance board for review and approval.

Jim Schultz made a motion to receive the treasurer's report, seconded by Ed Dorsett. Motion carried.

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

- a) Sent flowers on behalf of BOD in remembrance of Director Ralph Humphrey
- b) Received preliminary audit report draft and LCD Management letter draft on 10/19/09. Has been reviewed and passed draft reports onto finance committee. No glaring findings, awaiting the final report.
- c) Attended 911 Commission meeting on 10/2/09. Have temporarily brought back Director George Pohorilak, plan is to hire permanent replacement in 1<sup>st</sup> qtr 2010. Regional Center funding formula ends in 2010 will need to propose and pass new formulas in 2010 legislative session. Much will be tied to proposed legislation to allow for rise in current 50 cent per capita cap. Talked about NG911 RFP, restarting process, current equipment is not supported, but AT&T is doing everything it can to keep equipment in proper working order. New NG911 equipment expected to be rolled out beginning in October 2011. Also discussed Fiber Optic network to be installed at all PSAP's by OSET, survey team visited LCD on 10/21/09, a plan to begin installation 2<sup>nd</sup> qtr 2010 and fully functional by 1<sup>st</sup> qtr 2011.
- d) On 10/6/09 attended a meeting of RECCA with OSET Rob Ross discussed several issues that pertain to Regional Centers (a) discussion on George Pohorilak's replacement – nationwide search ongoing, (b) discussed 911 per capita surcharge cap, (c) Discussed

- regionalization efforts being touted by Governor Rell and the role current Regional Centers play and a need for a study pertaining to statewide regionalization, (d) discussed the need to allow for radio traffic across the new fiber Optic network being installed at all PSAP's and that a governance structure needs to be developed and put in place for Fiber Network and last but not least (e) discussion was held about the need to review and update current funding policy that expires in 2010.
- e) Received letter from George Parker recognizing the efforts of handling his 911 call regarding the accident of Mr. David Paletsky by ETD Kaki Schafer-Reid.
  - f) On 10/8/09 met with Tom Bartram regarding the Northwest Chief's developing an automatic mutual aid policy involving their departments as well as departments from Dutchess County, Columbia County & Berkshire County. They have submitted a proposal and Kevin Webb has developed an SOP and we have presented it to the NW Chief's for review and comment with intent to finalize SOP before 11/5/09 staff in-service.
  - g) On 10/17 /09 Kevin and I represented LCD at the Northwest EMS Symposium held at HVRHS. We had a booth set up with our PROQA EMD protocols playing on a projected screen. Many service personnel stopped by to view and ask questions. Priority Dispatch gave us giveaways (stress balls & lanyards) for the conference. It went well. Service agencies have asked if we could attend one of their training sessions to show EMT's & MRT's how we use the protocols.
  - h) Our license application for Phase 1 and the Region 5 project (Danbury & Southbury) has been sent to APCO for consideration and approval (expect hard copy of license by end of November). Phase II has been completed and report sent to BOD, suggest we move forward with 1 repeated pair of frequencies and then look for a second pair, but this will be difficult because of frequency saturation in our area, CT, NY & MA.
  - i) Winsted has decided to stay with their current dispatching services. Sent copy of letter I received to all BOD members.
  - j) Emergency Notification System (ENS) by Everbridge training has been postponed and is now a 2 day training session. Kevin to attend November 12<sup>th</sup> & 13<sup>th</sup>; Dan to attend December 1<sup>st</sup> & 2<sup>nd</sup>. Awaiting policy protocols from state before we develop ours. We will be able to begin to use on November 16<sup>th</sup> with limited capabilities. Must train staff and input data – aware program – allows employee notifications (i.e. volunteers also??).
  - k) OSET came to LCD Center on 10/15 with NBC30 news. A report on cellular Phase II service with OSET Manager Steve Verbil being interviewed along with our dispatchers took call from Lauren Petty and they taped the process. To be aired tonight on NBC30 at 11pm news.
  - l) On 10/22/09 Kevin & I attended the CT NENA (National Emergency Number Association) meeting held in New Haven. Presentation given on next generation 911.

### Committee Report's

- a) **By-Law** – No meeting.
- b) **Executive** – No meeting.
- c) **Finance** – No meeting.
- d) **Personnel** – No meeting. There is two (2) openings on this committee would like to fill one (1) opening and leave one (1) seat open.
- e) **Protocol – Met** on October 21, 2009, Eric Epstein sent a committee report that was distributed. Will be working on assigning a 7 person committee. Anyone interested in attending the meetings are welcome.  
New policy established. Protocol committee will look at all requests to change instructions. All requests must be in writing and come from Chiefs of service. Any requests the Chair and staff deem to be insignificant will be implemented.

Significant changes will be reported to the Protocol committee at their monthly meeting and a decision of the requested change will be made at that time.

All directors are being asked to solicit information from their Chiefs for their preference regarding codes vs. plain language to be brought back to the November BOD meeting. Next Protocol Committee meeting is scheduled for November 18, 2009, 6pm at LCD Admin office.

### **Old Business**

**Handbook** – sent electronically; everyone received a copy. A short discussion regarding how/why handbook mirrors our contractual employee(s) and includes standard practices.

A motion to accept the handbook as distributed and to be a working document to make changes as needed was made by Jim Schultz and seconded by Peter Grusauskas. Motion passed unanimously.

**Sherman tower update:** On 10/13/09, Dan Soule & I met with Board of Selectmen at special meeting which was attended by townspeople mainly from Farm Rd area. A presentation to the Board entailing our intentions within the project. Location of tower, access to tower, height and style of tower. Dan developed maps & pictorials and we entertained questions from the audience. Discussion with First Selectman O'Connor which she reported that the board had met and did not want to make a decision at this meeting. Instead, they are requesting that their Planning & Zoning Commission review its regulations with respect to telecommunications tower to clean up some discrepancies in the regulation. She believes that this project should move through the P&Z application process as a means of addressing all of the issues surrounding having a tower at this location. Next meeting we will need member's of Emergency Services to attend to show support.

### **New Business**

**2010 BOD Meeting Schedule** – Sent electronically prior to meeting. A suggestion was made to meet every other month was briefly discussed. Preference was to keep the schedule as distributed.

A motion made by Pat Mechare to approve the 2010 BOD Meeting Schedule as presented and seconded by Bill LeGeyt. Motion carried.

**Other** – Sharon tower locked and interfered with our own transmitter; coverage was reduced. Has been repaired, be advised it may happen again.

-**All requests** to LCD for research such as changes, tapes, etc. are to be submitted in writing. Acceptable written request(s) are letter, fax or email. Telephone requests will not be accepted.

-**Ruth Epstein** expressed her thoughts on how LCD has come a long way during the time she has spent with us. Wished everyone well.

### **Adjournment**

Jim Schultz motioned to adjourn the meeting. The motion was seconded by Steve Kroehle. Motion carried. The meeting adjourned at 8:42pm.

Minutes submitted by: Cammie Dilger