

**LCD Board of Directors Meeting**  
**Goshen Firehouse**  
**Meeting Minutes**  
**September 24, 2009**

**Call to order**

James Farkas called to order the regular meeting of the LCD Board of Directors at 7:02pm on September 24, 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 July 30, 2009 seconded by Brian Hutchins with the minutes to reflect a name change to item Region 5 Build Out Project to DEMHS Region 5 Radio Build Out Project. Motion carried.

**Public Comment**

a) None.

**Correspondence**

a) None

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

- a) Operating account balance \$961,674.62.
- b) Project account balance \$672,659.20.
- 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) Dan has completed CAD; updating CAD as needed. Errors noted by dispatchers and corrected as they arise, few errors to date.
- b) Cross-street project; still working on getting key contact person for each town. Directors asked to get this information to us. We are developing a standardized form for all to use so we consistency.
- c) Dispatch Review Committee met on September 8<sup>th</sup> and approved non-compliance policy. Also discussed 33-C-5 dispatches to Inter-facility with regards to severe pain; we have concerns about need for paramedic on such calls. Will continue to monitor and possible review for Steering Committee. Discussed H1N1 protocol and its' possible implementation as state guidelines will identify.
- d) Reported at July meeting; concerns brought forth by a neighbor of our Sharon site. The issues were researched and discussed with attorney, and with the CT Siting Council engineer. A letter was sent to her on July 31<sup>st</sup>. Not heard anything back.
- e) On August 21<sup>st</sup> we had severe storms pass thru our county with Harwinton getting hit the hardest. Wanted to bring to your attention the efforts of Kaki Schafer-Reid and Melissa Lindgren did an exceptional job handling over 20 incidents in slightly more than an hour's time along with handling numerous additional calls. Also want to recognize that Dan Soule came back to center on his day off to assist along with Dispatchers Keller & Legendre who also came in to assist; all went well.

- f) Auditors were in on August 18<sup>th</sup> & 19<sup>th</sup>, we presented them with all the information they had requested which Cammie had much of it prepared ahead of time. Awaiting the preliminary report that should come out shortly. Everything seems to be in order.
- g) On Sept 20<sup>th</sup> Litchfield Departments hosted the Fireman's Convention. LCD brought in a communications trailer and set up at the center school on rt. 202 to assist in parade communications. Went very well, dispatchers Webb, Reid, Legendre, Lindgren, Keller, and Ludwig all participated. We had connections to our CAD from the communications vehicle. A great experience for LCD. Dan Soule helped set up connectivity and Jim Farkas was key in securing the communications van for the event.
- h) License application for Phase 1 and the Region 5 project (Danbury & Southbury) has received approval from CT's frequency coordinators at OSET. Have sent our request onto NY and MA coordinators on Monday Sept 21<sup>st</sup> for their review and comments; they have 5 days to bring forth any concerns. Then onto APCO for final approval and licensing. Phase II is in the hands of APCO for review in our attempts to license two sets of repeater pairs for Command. They will consider the repeater pair 159.1125 (FB2) and 158.730 (Mobile) we currently have license for along with frequencies that Waterbury has allowed us to share and if we cannot find two pair from these that will work, APCO will recommend others that we may be able to get..
- i) Sherman tower update: we have met several times with representatives of the Town of Sherman (First Selectman & Building Official) and AT&T regarding a town owned property site. Have walked the proposed town owned site and found it to be a very good site/workable. Met with representatives of the State of CT (CSP) who also have interests in this site (microwave) and they believe this is a site that will work for them also. Both the Town of Sherman & AT&T; expressed a desire for us to own and manage the tower. A "Term Sheet" was delivered to AT&T and is now moving forward with a lease exhibit for us to review. A meeting is set with Sherman Board of Selectmen for October 13<sup>th</sup> to bring them up to date and to answer questions about the project. If all goes according to expectations that we will develop with the assistance of Atty. Roraback contracts between LCD and AT&T as well as LCD and the Town of Sherman. Both agreements will be brought to the Board for consideration/approval.
- j) Winsted dispatching services; a presentation was made on August 17<sup>th</sup> to the Town of Winchester Board of Selectman. Questions were asked and answered; concerns from PD Chief and dispatchers union were heard and after much discussion, it was proposed by the selectmen of Winchester to have workshops regarding this matter. The Town Manager for Winchester requested LCD to submit a written proposal which was delivered to him today.
- k) Emergency Notification System (ENS): Everbridge has been signed with the state and in place as of Sept 1<sup>st</sup>, for state use. Currently we are receiving training on the system and should complete training in October. Will then be able to use for county emergency notification purposes in late October. Must work out use policy between now and then.

### Committee Report's

- a) **By-Law** – No meeting.
- b) **Executive** – Met Sept 15, 2009 to be reported on under Finance.
- c) **Finance** – Meeting held on Sept 24, 2009, Recommendation from the auditors on a few occasions to have a reserve fund at 2mths operating reserve fund. Finance committee agrees to hold it at 16.7% (reserve fund) of the operating funds to be reviewed annually. Also being recommended is that we rename in the budget/by-laws at our annual by-law meeting line item 19 currently called Equipment Replacement Reserve to Capital Expenditure Account.

A motion made by Sue Dyer and seconded by Bill LeGeyt to call the Equipment Replacement Fund and change the name to Capital Expenditure Account. Also to keep in reserve 16.7% of the operating budget in a reserve account to be reviewed on an annual basis by the Finance Committee. Motion carried.

d) **Personnel** – No meeting.

e) **Protocol** – To meet on October 21, 2009, 6pm at the Admin office.

### **Old Business**

**Emergency Notification Systems** – reported on under Executive Directors Report.

**Other** – Handbook – sent electronically; everyone received a copy and will discuss in detail next BOD meeting.

### **New Business**

**Winsted** – proposal sent out; reported on under Executive Director Report.

### **Adjournment**

Pat Mechare motioned to adjourn the meeting. The motion was seconded by Darin Reid. Motion carried. The meeting adjourned at 8:20pm.

Minutes submitted by: Cammie Dilger