

LCD Directors' Meeting
July 29, 2010
7:00pm
Goshen Firehouse

1. Call to Order
 - a. Meeting was called to order by President Farkas at 7:03
 2. Roll Call
 - a. Roll Call of Directors showed a quorum was present
- Approval of Minutes from May 27, 2010 – after discussion - Motion by Susan Dyer, Second by Steve Kroehle to accept minutes as presented. Motion Carried Unanimously
3. Public Comment
 - a. President Farkas acknowledged Brian Hutchins and Jeff Towle for passing NIMS 300 – certificates were distributed.
 4. Correspondence
 - a. President Farkas read letter from Sherman VFD (attached) –Asst Chief Chris (Freddie) Pitcher is the new director for Sherman as of July 8, 2010.
 5. Treasurer's Report – Treasurer Barbagallo noted that the report sent out for last fiscal year to the directors is not yet final. He expects a surplus at the end of the year. The net income for the year is also not accurate on the report...should read \$254,512.59. John expects a surplus of greater than \$150,000. Typically that surplus is rolled into the projects line.
 - a. Currently in projects line is \$947,704.39.
 - b. Currently operating line is \$877,044.06
- Motion to receive the Treasurers report was made by Jim Shultz, Second by Bill LeGeyt. Motion Carried Unanimously.
6. Executive Director's Report
 - a. President Farkas commented that several contracts and installments are outstanding:
 - i. Barkhamsted – missing installment
 - ii. Cornwall – missing installment
 - iii. Hartland – no contract
 - iv. Litchfield – no contract
 - v. Salisbury – missing payment
 - b. E.D. Del Buono commented that Plain language changeover going well. Kevin Webb has made presentations to by the Winsted area chiefs and Litchfield county chiefs meetings. CD's given to all service chiefs. Any department that would like LCD to present to their department should contact Kevin Webb.
 - c. July 2 – Joe attended 911 Commission meeting – informed us that the public safety data network is ahead of schedule and should be complete by 2011. Next generation 911 (a complete overhaul of the 911 system) is out there now. The closing is Sep 9. Expect full implementation by the second quarter of 2011. State Emergency Notification System Public Safety Announcements are starting – will be pushing the “opt in” portion

- of the system. New director of the commission (Bill Youell) was introduced. Joe will invite him to attend a future board meeting.
- d. Notices were recently mailed out to people on our most current hiring list asking if they wanted to remain on the list through Dec 31, 2010. All but 1 or 2 wanted to remain on the list. January of 2011 will develop a new list. Two part timers that were hired were not hired off of the list. Joe will be discussing this with the personnel committee. Several revisions of “Criticall” since we purchased it in 2006. The current estimate to upgrade to the most recent version (v5.1) is \$1,700. We have purchased the upgrade. Will be using after the 1st of the year.
 - e. Tornado came through Sharon, Cornwall, and Harwinton July 21. Matt Ludwig and Kevin Webb on duty. Both did an outstanding job. Melissa Lindgren came in to help out. Joe wanted to publicly thank her for going above and beyond the normal call of duty. President Farkas also stated his appreciation of the towns taking the non-emergency calls on their own...Cornwall, Litchfield, Sharon, Harwinton jumped in. Allowed the center to avoid a signal 2 and cleaned up the dispatch channel for emergencies.
 - f. EMS Charts – there have been some requests to investigate if LCD’s CAD can interface with EMS charts. Danny has done some research and found that, for a price, we can get an interface. Joe asked that the directors find out if this is something the services would like to have. If there is enough interest, we need to determine if we do it on a fee base for the services that want it or across the board. Danny and Joe will be discussing with the EMS chiefs. All data that is currently faxed would be able to be imported to EMS charts directly. South Central is doing it and they say it is well liked. Initial cost to develop is \$3,000 - \$5,000 to develop and then an annual fee. John Barbagallo commented that it would be an advantage to not only the services but to LCD as well by not having to deal with fax issues, etc. that require follow up calls to the center, etc. Many blocks of info would be populated at the time of the call saving much time for the EMT’s filling out the forms. More information will be forthcoming on this subject.
 - g. Narrow banding of C-med channels coming in 2013. Working with other regional centers to try to get OEMS to coordinate. Should be hearing about this a lot in the next year or so. Older radios may need to be replaced if they cannot be programmed to narrow band. They are not changing the current frequencies but they are supposedly expanding the number of frequencies. President Farkas commented that a state subcommittee is working on a plan with the Department of Public Health. Mandatory compliance for re-certification of ambulances is being discussed at the DPH level.

7. Committee Reports

- a. By-Law – did not meet

- b. Executive – President Farkas stated the committee met. 2 new members (Kellogg, Barbagallo) sitting on the committee (Secretary and Treasurer respectively). Met to get on the same page. The meeting was very productive.
 - c. Finance – did not meet
 - d. Personnel – did not meet
 - e. Protocol – scheduling a meeting in September
8. Old Business
- a. Sherman Tower Project – Joe stated the project is moving along. A proposal has been given to SAI (represents AT&T). They are taking the proposals and working with their contract people. Waiting for them to return the proposal. Initial proposal \$450,000 for a 20 year lease. Next step is agreement with town of Sherman to lease the site. Joe has talked with Ron Cooper (Sherman Zoning). Sherman has been informed that we have to go forward with putting the antennas on the firehouse until we get the tower approval. Goal to get completed by 2nd or 3rd quarter of 2011. Chris Pitcher stated that there has been some positive discussion in Sherman. He also stated that Sherman cannot continue to operate the way we are currently operating. Many issues with the fire department and LCD communicating with the current set up. Have some money from state grants set aside for the project. Project does not require the sighting council to get involved.
 - b. Torrington PSAP Project – President Farkas has had numerous meetings with Torrington. Set up committees (technology, building) to develop the plans including technology and building plans. Progress has been excellent. Largest issue is combining the two labor groups. Have been working with the city attorney and HR representative (LCD cannot negotiate with the Torrington union) to try to work through the concerns. We are in a good position because our contract is better than theirs. Concerns on seniority and shift bidding are still being discussed. LCD has made a proposal to try to resolve. Aug 10th meeting set up to discuss further. Many other details need to be worked out. Working with State police to get connected into the radio system from Torrington through Soapstone and into Mohawk, etc. Both LCD and the city of Torrington are working to accomplish this project.
 - c. Emergency Notification System – State held a press conference on June 28th that was not well covered regarding the ENS. There has been very little communication with the regional dispatch centers regarding the system. Joe has been discussing with OSET and had the Everbridge representative come out to LCD a couple of weeks ago. The goal is to inform Everbridge as to LCD’s expectations for our area towns. We have the “aware” side to use for notification of our responders. In order for the system to be fully functional, the residents of our towns need to “opt in” to be notified in case of an emergency. LCD does have access to the 911 database but that is only land line based. Once people “opt in” the system can notify you via email, cell phone, text messages, etc. Residents need to

sign up through the CT Alert system on the Connecticut Department of Public Safety's web site. Only 7,000 of 6,000,000 people have "opted in" as of last week. We need to communicate with our towns to find out what services the towns want LCD to provide. LCD is developing a draft policy with the help of the Everbridge representative. There have been some concerns as to who will have the ability to determine an alert should be sent out. Towns have the ability to purchase Everbridge for their own use at a rate of \$.81 per household (\$.49 per household per year). LCD will be developing a list of which towns already have a system and which towns would like LCD to assist them in getting set up. Once you subscribe to the service, the towns can use it for general announcements, etc. Access to the 911 list is included; however the key is to get the residents to "opt in" so that non-land line notifications can take place. LCD can also grant CEO's, EMD's and fire chiefs with access to the LCD Everbridge system but care needs to be taken because once you have access, you can send a message to anyone that has "opt'd in". More information to come.

d. Other Business from the Floor - none

9. New Business

- a. Regionalization – Senate bill 312 was passed but the governor has vetoed it. There was no override of the veto so essentially, the bill is dead. OSET has been directed by governor to go forward with a study but she vetoed the bill because she did not like the timeframe in the bill in regards to the towns. Joe reported that there has seen some bordering towns (not currently involved in a regional center) trying to "pluck" LCD towns away from LCD to try to form their own regional center. That would reduce state funding to LCD. Joe plans to discuss with the state to see if we can get some type of legislation in place to restrict towns from jumping from one regional center to another. This would defeat the purpose of regionalization and would actually cost the state more money. A question was raised by Joe "Do we need to do something to protect ourselves from towns leaving LCD"...ie, 12 months notice to leave, etc. Sue Dyer commented that it isn't unusual to have something written into a contract that indicates that you have to give notice to exit the contract. President Farkas concurred that we should be looking at ways to protect ourselves.
- b. Grants – President Farkas stated that LCD has never applied for grants but many of the LCD towns have been very successful. Rather than LCD searching for a grant writer, Farkas asked if we had that skill set available to us that would be able to research and write grants. Suggestion by Pat Mechare to use Larry Wagner out of Waterbury as he is very knowledgeable as to what is out there. Joe DelBuono will contact Pat to discuss further. Jim Farkas asked if anyone else had ideas or contacts to please contact Joe.


10. Motion to recess the meeting at 8:20 by Pat Mechare. 2nd by Sue Dyer. Motion carried unanimously.

11. 8:21 started the non-meeting

12. 8:43 closed non-meeting
13. Motion to come out of recess at 8:43 by Pat Mechare. 2nd by Jim Schultz.
Motion carried unanimously.
14. Motion by Peter Grusauskas to ratify the union contract as presented to the directors. 2nd by Pat Mechare. Motion carried with Bill LeGeyt abstaining.
15. Motion by Pat Mechare to approve pay raises as follows:
 - a. Bookkeeper - 2% increase
 - b. Communications Manager - 3.75% increase
 - c. Operations Manager - 2% increase (based on 36hr workweek)
 - d. Executive Director - 2.7% increase + 3 personal days
 - e. Motion was 2nd by Ted Jansen. Motion Carried unanimously.

Motion to adjourn meeting at 8:47 pm was made by Brian Hutchins, seconded by Jon Barbagallo. Motion carried unanimously.

Respectfully Submitted,


Scott Kellogg, Secretary