

LCD Board of Directors Meeting
Goshen Firehouse
Meeting Minutes
March 25, 2010

Call to order

James Farkas called to order the regular meeting of the LCD Board of Directors at 7:04pm on March 25, 2010 at the Goshen Firehouse.

Roll call

Roll call of Directors showed a quorum present.

James Farkas welcomed Kevin, from Republican American to the meeting.

Approval of minutes from last meeting

A motion was made by Jim Shultz to accept minutes from January 28, 2010 seconded by Brian Hutchins. Motion carried.

Public Comment

a) None

Correspondence

a) None

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

- a) Operating account balance \$852,493.55.
- b) Project account balance \$912,038.15.
- c) Budget report was sent electronically prior to meeting.
- d) All second installment contract monies have been received.

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

Peter Grusauskas and Jeff Rabito entered meeting at 7:07pm.

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

- a) Feb. 2nd - had visitors Fire & Police from Sterling MA to view operations at LCD. Worcester County MA is looking into regional dispatch centers.
- b) Feb. 4th - In-service training session, distributed handbooks to employees.
- c) Feb. 8th & March 8th attended LCFC Plan meeting.
- d) Feb. 11th - VFIS (property & casualty & liability insurance) came and did an audit our plant and operations; passed with no citations and no recommendations.
- e) Feb. 16th – Joe & Dan met with Marcus Communications regarding repeated command system; possible frequency coordination, assistance with design and build of combiners. Discussed Tait radios vs. Quantars.
- f) Feb 22nd - Console Upgrade Centracom Gold Elite 6 position console project. Upgrades to BIMS (Base Interface Module(s)) were not needed. Project went under budget and will be submitting for OSET grant reimbursement.
- g) March 14th & 17th - attended hearing on Legislative Bill 312 addressing regionalization of 911 centers in CT. Concerned with funding; current \$.50 cap to E911 fee on phone lines. RECCA committee set up and met 3/17/10 to develop plan to address Bill 312 – with our concerns. Requesting to be a part of the committee.
- h) March 10th - Attended meeting of proposed regional Dive team in Thomaston; discussed notification of member departments (Bantam, Goshen, Morris and Terryville) we would assist in notifications.

- i) March 11th & 24th - Met with Sherman Zoning officer, Banton Construction and Jeff Rabito at Farm Rd. site. Developing tower project budgetary figures w/Banton so negotiations with AT&T can begin. Goal; get figures, develop a contract, get property lease agreement with Sherman, move forward with design and build phase of project. Met with AT&T, their goal is to begin project 2010 early 2011.
- j) March 18th – Met with EMD Steering Committee meeting; reviewed role of the Steering Committee. Lew Patchett of DRC committee was in attendance. DRC (Dispatch Review Committee) minutes reviewed, ProQA demo, distributed and reviewed determinant drift reports and LCD center performance reports.
- k) March 23rd & 25th - Comparator project completed. Notifications sent out to Chiefs and Director's. 3/23/10; Command completed. 3/25/10; Dispatch completed. All departments thanked for all their assistance along with the support from Chiefs.
- l) Telecommunicator Conference is April 5th at the Crowne Plaza hotel in Cromwell. Dispatcher's (4) attending along with Joe and Kevin. National Public Safety Telecommunicator week is April 11th – 17th. Plan to recognize efforts of our ET's during that week.

Committee Report's

- a) **By-Law** – No meeting.
- b) **Executive** – No meeting.
- c) **Finance** – Met to go over 2010-2011 budget. To be discussed under New Business
- d) **Personnel** – Brief meeting scheduled for after the BOD meeting.
- e) **Protocol** – Next meeting scheduled for Thursday, April 8, 2010 at 6:00pm at LCD Admin office.
Working on; Plain language, new frequencies, special instructions, special scene channel changes. Continue training/transition. Kevin Webb and Matt Ludwig gave training/presentation at local high school. Currently working on sending something out to services.

Old Business

- a) NONE

New Business

Nominating Committee – Jeff Towle and Darin Reid to bring forward the slate of officers to the annual meeting.

Budget – sent electronically prior to meeting. Was presented and reviewed by the Finance board and agreed upon unanimously. A 0.99% increase per capita went from \$10.07 to \$ 10.17. General discussion ensued.

A motion made by Pat Mechare and seconded by Joe Weir to adopt the budget as presented. Motion carried unanimously.

Jim Farkas thanked the Finance Committee along with Joe Del Buono and Dan Soule for their time and effort put into LCD 2010-2011 budget.

OSET Capital Expense Proposal – Looking to secure funding for radio and receivers upgrade project to our dispatch system.

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 FY 2009-2010 in the amount of \$78,371.39 which will be used to fund two (2) LCD capital projects: (project #1) the replacement of two (2) VHF receiver's within our LCD VHF radio system in the amount of \$5,233.97 and (project #2) our transmit-receiver upgrade and/or replacement plan as proposed in our 2009-2016 Capital Plan for our LCD VHF radio system in the amount of \$73,137.42 - let it be resolved that on this date March 25, 2010 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 equipment replacement reserve account for this project.

A motion made by Jim Shultz and seconded by Steve Kroehle for the purposes of OSET Capital Expense Grant as noted above. Motion carried unanimously.

Capital Plan – 2010-2011 Worksheet sent out electronically prior to meeting.

A motion made by Bill LeGeyt and seconded by Jeff Rabito to accept, receive and file as distributed. Motion carried.

Set Annual Meeting Date – The annual meeting has been set for April 22, 2010 at 7pm followed by the Board of Directors meeting. Notice to be sent out electronically.

Lease – A new Admin office lease to begin on April 15, 2010 with J.M. Scott Associates, Inc., first month's rent and security deposit with a one (1) year lease. The location has more space along with being more modern and professional to suit our needs. Brief discussion ensued.

A motion made by Pat Mechare and seconded by Jeff Towle that LCD sign a lease with J.M. Scott Associates, Inc. Motion carried.

A motion was made by Pete Grusauskas and seconded by Ed Dorsett at 8:20pm to go into Executive Session for the purposes of contractual negotiations. Motion carried unanimously of those in attendance.

Came out of Executive Session at 9:15pm.

Adjournment

Pat Mechare motioned to adjourn the meeting. The motion was seconded by Jim Shultz. Motion carried. The meeting adjourned at 9:16pm.

Minutes submitted by: Cammie Dilger