LCD Board of Directors Meeting
Goshen Firehouse
Meeting Minutes
May 27, 2010

Call to order
James Farkas called to order the regular meeting of the LCD Board of Directors at 7:05pm on May 27, 2010 at the Goshen Firehouse.

Moment of silence was observed for Ernie Bunnell.

Roll call
Roll call of Directors showed a quorum present.

Approval of minutes from last meeting
A motion was made by Ed Dorsett and seconded by Pat Mechare to accept minutes from April 22, 2010. Motion carried unanimously.

Public Comment
a) None

Correspondence
a) None

Treasurer's Report- Jon Barbagallo reported on the following:
Jon introduced himself and is honored to be a part of the Executive Board. Thanked everyone for their patience during the learning process. Jim, Pete, Danny, Joe, Cammie and others have been helpful in explaining things and bringing up-to-date.

a) Once more familiar with the month to month income/expenses more detail will be given in the future. For the month of April the income was around $191k and expenses were around $79k.
b) Budget report was sent electronically prior to meeting. Jon reported were on mark with the budget on items such as employee payroll, debt service, service contracts. At this time, we're under budget on items such as legal, utilities, and telephone.

Pat Mechare made a motion to receive the treasurer's report, seconded by Scott Kellogg. Motion carried.

Executive Director's Report – James Farkas and Kevin Webb reported on the Executive Directors report that was prepared by Joseph Del Buono on the following:

a) Attended the Navigator Conference last week of April (Joe Del Buono, Kevin Webb, Matt Ludwig) Kevin completed the course "Leadership in the 9-1-1 Center" put on by NENA (the National Emergency Numbering Association). Matt completed the course "Time to Act: the 9-1-1 Center and Missing Children Communications" and Joe attended the "Executive Workshop" put on by the National Academy of Emergency Dispatch. Attended three full days of workshops on "Leadership, Management & Operations, Special Interest, Medical, Fire & Police protocols, Quality Assurance, Technology & Continuing Education". Very informative conference and we plan to have different dispatchers attend this conference over the next several years so all can gain valuable education and experience.
b) May 18th we held our quarterly staff in-service training session. Brought in representatives from our 403(b) retirement plan as well as HR representative to talk to

our staff as to what benefits are available to them. Reviewed EMD updates as well as quality assurance reports. Discussed center accreditation. Reviewed operational policies and procedures. Trained on movement to plain language communications. Discussed Special Announcements policies & procedures.

c) Kevin Webb with the assistance of Martin Rinko, Matt Ludwig, Kaki Schaffer-Reid and Melissa Lindgren put together an excellent power point presentation on LCD's move to Plain Language Communications. Many hours were put in to develop this presentation. The protocol committee previewed the presentation and provided feedback that assisted First presentation given on May 25th at the Northwest Area Chiefs meeting. In June we also plan to give the presentation at the Winsted Area Chiefs meeting as well as in Bantam. We're on track for July 1 target date.

d) Countywide notifications sent out to directors in error.

e) Contract negotiations are ongoing and have had several productive meetings.

f) Torrington project is moving along positively.   Preliminary proposals were given regarding the Building & Technology phases of the project as well as operational budgetary number. Working with HR to address personnel concerns and to develop plan to keep personnel informed.

g) Sherman tower site project moving along. Awaiting additional bids from three (3) more companies.   Once all proposals have been received we will move forward with developing an agreement with AT&T. We will secure a land lease with Town of Sherman, and begin the Town's process to approve project.

h) Participated in Winsted hazmat drill. Planning table top exercise and drill exercise. Everyone preformed wonderfully.

Committee Report's

a) **By-Law** – No meeting.

b) **Executive** – Executive committee had conversations on filling the Secretary position. Currently LCD by-laws do not address an issue of a vacancy with regards to the Executive Board.   At this time it is the recommendation and action of this committee to appoint a Secretary until the next elections which seems to be common practice. We spoke with Scott Kellogg and he has accepted the position of Secretary as of May 27, 2007. By-Law committee has been asked to address the vacancy issue going forward.

c) **Finance –** No meeting.

d) **Personne**l – No meeting.
Protocol – Eric Epstein reported; met briefly to review the presentation that was made on plain language. Thanked Kevin Webb and staff on the great job putting together the training presentation. Presentation was then shown at the meeting. Discs on plain language presentation will be mailed out next week to all departments.

Frequency acquisition; continuing to work with consultant to get fourth (4th) frequency.

Old Business

Burn Permit – A list has been created on the LCD website. Your burn official can receive a password to submit on our website the residence and location of a permit. Currently working on a map that will pop the permit information within a certain radius of a smoke investigation. For informational purposes only, the dispatcher will relay the permit info to the Chief of Service. Directors to notify their towns. Contact Dan Soule to receive password.
Torrington – reported under Executive Directors report.

New Business

> **Other – Everbridge –** Currently working with Litchfield as a test town. They will be trained to use lists created for their town (Litchfield) to send/launch messages using Everbridge.

Adjournment

> Jon Barbagallo motioned to adjourn the meeting and was seconded by Darin Reid. Motion carried. The meeting adjourned at 8:02pm.
>
> Minutes submitted by: Cammie Dilger