

**LCD Board of Directors Meeting**  
**Goshen Firehouse**  
**Meeting Minutes**  
**November 18, 2010**

**Call to order**

James Farkas called to order the regular meeting of the LCD Board of Directors at 7:03pm on November 18, 2010 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 Darin Reid and seconded by Jim Shultz to accept minutes from October 28, 2010. Motion carried.

Jim Farkas welcomed four (4) Sherman residents and Deputy Chief, Gary Brunoli of Torrington to the meeting.

**Public Comment**

- a) Sherman residents asked questions regarding the Sherman Tower Project. Lengthy discussion ensued.

**Correspondence**

- a) None

**Treasurer's Report-** Executive Director, Joseph Del Buono reported on behalf of the Treasurer on the following:

- a) Final audit revealed nothing outstanding or glaring. Excess revenue of \$216,346.00 which \$87,000 is from our Equipment Replacement Reserve is included in total.
- b) A required two (2) month reserve fund of 16.7% of budget was increased by \$6,318.12 for a total of \$245,840.70.
- c) Increased our 100K USDA Loan required per contract by \$1,258.80 for a total of \$9441.00.
- d) Increased our 300K USDA Loan required per contract by \$3776.40 for a total of \$32,728.80.
- e) Transferred remaining \$200K to Equipment Replacement Reserve as identified in section VII 7.3.
- f) Operating account balance: \$630,539.13.
- g) Project account balance: \$1,147,135.82.
- h) Budgeted items should be around 36-37% to date; most items are currently below.
- i) Budget report was sent electronically prior to meeting.

Ted Jansen made a motion to receive the treasurer's report, seconded by Eric Epstein. Motion carried unanimously.

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

- a) Communications Manager, Kevin Webb and Operations Manager, Dan Soule attended the APCO Atlantic Region training conference. Sessions included: NG911 systems, Digital recording systems and emerging radio systems put on by Motorola. Met with console furniture vendors regarding Torrington project. In contact with Tait radio systems; which provide alternatives to our current Quantar radios. Representative came to LCD on November 8<sup>th</sup>, developing proposal for command channel upgrade possibly using Tait radios.
- b) Paychex HR consultant; delivered second draft of update of our job descriptions. (Executive Director, Communications Manager, Operations Manager, Bookkeeper/Office

- Manager and Dispatcher). Final drafts expected within next 30 days. Will forward to personnel committee for review.
- c) Communications Manager Kevin Webb has been working on the following items:
    - Two OEMS investigations in our area.
    - Continuing processing our QA program with updates to our AQUA software.
    - In final stages of updating all of our SOP's to our current format.
    - Currently developing a new employee training program.
    - Addressing concerns regarding radio communications with LifeStar.
    - Currently on a committee to develop guidelines for a Tactical Emergency Response Team (TERT) for communications in our Region and in the State. Will be able to assist other dispatch centers with trained personnel in time of need (i.e. large incidents, disasters, epidemics, etc.)
  - d) Operations Manager Dan Soule has been working on the following items:
    - Sherman Tower project; site survey and LCD tower specifications.
    - Torrington Project; representative on Building and Technology committees. Installed Torrington FD radio at dispatch center; so ETD's can monitor Torrington FD for initial training for transition.
    - Two (2) Quantar transmit receivers installed to replace homemade radios at Troop L site and Southbury site.
    - Intercity radio repaired and reinstalled at dispatch; assists our emergency services during mutual aid incidents.
    - Working on ENS (Emergency Notification System) policies and "opt in" notification of our member services.
  - e) Cammie worked extensively preparing all necessary documents and fulfilling all requests for data and information to assist our auditors King, King & Associates in completing our audit for FY 2009-2010.

### Committee Report's

- a) **By-Law** – No meeting.
  - b) **Executive** – Met briefly. No report.
  - c) **Finance** – No meeting.
  - d) **Personnel** – No meeting.
- Protocol** – Met November 2, 2010; Plain language going well. Discussed special announcements; six (6) departments trained on Everbridge system (for individual department member's use). Also, discussed; Voice announcements will continued as planned. Letter from Torrington Fire for use of Air Tac. Executive Director reported working with Keith Victor regarding new frequencies to get licensed. Programming to have LCD zone radios to stocks channels. New radio plans once frequencies get approved.

### Old Business

**Torrington PSAP Project:** This project continues to move forward. Deputy Chief, Gary Brunoli reported The City approved a contractor and ground breaking in about 2-3 weeks. LCD is looking at Torrington CAD system for potential use. Have presented the City of Torrington with a proposed contract to become a member of LCD which includes language with respect to Police Dispatching; The City has submitted to LCD to have the following verbiage included in our existing contracts for Torrington only:  
LCD shall execute a COLLECT/NCIC/NLETS Management Control Agreement, prior to performing any dispatch or other services for police departments, as applicable and shall adhere to the standards, provisions, requirements of the COLLECT/NCIC/NLETS Management Control Agreement.

This would be added on page 2 of the contract as a new paragraph #2 and number 2 in the current contract will now become paragraph number 3 and all following paragraph numbers will be changed accordingly.

Torrington has submitted a lease to LCD for review and Jim and I have met with Attorney Riley on November 9<sup>th</sup>, he developed a list of concerns and responses to the proposed lease and is currently working with the city of Torrington corporation counselor Ernestine Weaver in addressing all of our concerns.

Joe and Dan represent LCD at Building and IT committee meetings. All is proceeding as expected. A timeline for the project will be developed, which will include a transition plan for combining the two dispatch centers operationally into one.

**Sherman Tower Project:** Town of Sherman has set December 10<sup>th</sup> for a town meeting date and December 18<sup>th</sup> for a referendum vote of the property lease to LCD for the purpose of installing a communications tower on Town property off farm Rd. AT&T is there to support this project with upfront financing in considerations of prepaid rent. Survey of property will be delivered November 19<sup>th</sup>. AT&T is proposing to put up the tower and take care of all plan and project developmental needs along with turning ownership over to LCD once completed. Met with zoning official and received advice on how to proceed with the zoning process. LCD requested meeting with emergency services officers in an effort to better inform them of the project goals with regards to improving emergency service radio communications, so they can better inform the citizens of Sherman.

**Unemployment Insurance:** Research continues; find out policy of discontinuing state insurance once effective. Also, possible continuation of pay as you go; a budgeted line item is an option for this purpose.

#### **New Business**

**Other: 2011 BOD Meeting Schedule** – scheduled sent electronically prior to meeting. January's date is a Saturday which is to be held at Crystal Peak at 6pm followed by dinner.

A motion made by Darin Reid and seconded by Jeff Towle to accepted 2011 BOD Meeting Schedule as presented. Motion carried unanimously.

#### **Adjournment**

Jim Shultz motioned to adjourn the meeting and was seconded by Jeff Towle. Motion carried. The meeting adjourned at 8:18pm.

Minutes submitted by: Cammie Dilger