

**LCD Board of Directors Meeting**  
**Goshen Firehouse**  
**Meeting Minutes**  
**October 28, 2010**

**Call to order**

James Farkas called to order the regular meeting of the LCD Board of Directors at 7:04pm on October 28, 2010 at the Goshen Firehouse.

**Roll call**

Roll call of Directors showed a quorum present.

**A motion made by Darin Reid and seconded by Jim Schultz to change the order of the agenda and move Torrington PSAP Project (Old Business) to be discussed first. Motion passed unanimously.**

**Torrington PSAP Project:** A motion made by Pete Grusauskas and seconded by Steve Kroehle to go into Executive session at 7:06pm for the purpose of Torrington Project discussion. Motion carried.

Moved out of Executive session at 8:03pm.

A motion made by Pete Grusauskas and seconded by Darin Reid to make Torrington a member town of Litchfield County Dispatch, Inc. (LCD) as per our by-laws, upon signed contract. Motion carried unanimously.

A motion made by Sue Dyer and seconded by Pete Grusauskas that the Litchfield County Dispatch, Inc. (LCD) Board of Directors (BOD) authorizes the President to enter into contract negotiations with The City of Torrington to provide occupancy space for LCD and to appropriate up to 400K from our Capital Reserve in consideration for pre-paid lease, length to be determined and equipment to be determined. Motion passed unanimously.

A motion made by Pat Mechare and seconded by Jon Barbagallo to authorize Jim Farkas, President to obtain Attorney Tucker Riley to review lease agreement with Torrington. Motion passed.

**Approval of minutes from last meeting**

A motion was made by Bill LeGeyt and seconded by Pete Grusauskas to accept minutes from September 30, 2010 as corrected from Communications Manager to Operations Manager under Executive Directors report. Motion carried.

**Public Comment**

a) None

**Correspondence**

a) None

**Treasurer's Report-** Jon Barbagallo reported on the following:

Monies received from Towns and State is on target.

- a) Operating account balance: \$914,363.42.
- b) Project account balance: \$936,685.82.
- c) Budget report was sent electronically prior to meeting.
- d) Projects monies to increase upon final account from auditor.

Brian Hutchins made a motion to receive the treasurer's report, seconded by Scott Kellogg.

Motion carried unanimously.

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

- a) Attended the E9-1-1 Commission meeting. 2<sup>nd</sup> Phase; to put fiber network into FD's. Currently developing new training curriculum. Request for proposal (RFP) has been received for Next Generation 911 (NG911); 18-24 months away from seeing NG911 in field. Emergency Notification System (ENS) opt-in has increased from 4K to 22K in one (1) quarter ; sixty-five (65) alerts sent out in a 9-month period.
- b) Met with Paychex HR consultant and are in the process of updating our job descriptions. Received first draft for review; all should be completed shortly.
- c) Change Tac has retired. Met with Keith Victor, Alarm Room consultant who will assist us with the next phase of our radio system project. Currently helping us identify frequency coordination in an effort to develop two (2) repeaterized OPS channels (north/south). Initial plan; to have a simplex Dispatch channel as well as simplex command channel and 2 tactical channels. Working with Keith and the Protocol Committee to review recommendations. Once developed and presented to Protocol committee, a recommendation on action plan once approved will come to BOD for appropriations approval. Once approved, appropriated and enacted; a training program will be developed. This process will be 18- 24 months.

**Committee Report's**

- a) **By-Law** – No meeting.
- b) **Executive** – Met briefly.
- c) **Finance** – No meeting.
- d) **Personnel** – No meeting. To meet briefly after BOD meeting to set date.
- e) **Protocol** – No meeting. Next meeting scheduled for November 2, 2010 at 6:30pm at LCD Admin office.

**Old Business**

Sherman Tower Project: Moving forward; met with representative from SAI/AT&T. A letter of intent for AT&T to commit to our funding/lease proposal has been sent; working on negotiating a land lease with the Town of Sherman. Paul Hiro is working on property survey; in which a working plan of which a site plan is to be developed. Town of Sherman is planning a Town Meeting in December on this issue; will continue meeting sessions during this period, currently being planned for next week. Start to go through the zoning process; met with their Zoning Official Ron Cooper and he is assisting us with the process.

**New Business**

Briefly discussed, Associated Security Alarms; contract to be reviewed.

**Adjournment**

Jim Shultz motioned to adjourn the meeting and was seconded by Bill LeGeyt. Motion carried. The meeting adjourned at 8:38pm.

Minutes submitted by: Cammie Dilger