

LCD Board of Directors Meeting
Goshen Firehouse
Meeting Minutes
September 30, 2010

Call to order

James Farkas called to order the regular meeting of the LCD Board of Directors at 7:05pm on September 30, 2010 at the Goshen Firehouse.

Jim announced and welcomed Wally Chase as the new director for Sharon. Thanked Dave Chase for the time he served on the board.

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 Bill LeGeyt to accept minutes from July 29, 2010. Motion carried unanimously.

Public Comment

- a) Jim welcomed Matt Ludwig, Senior Dispatcher/Union President along with Kaki Shafer-Reid, Dispatcher to the meeting.

Correspondence

- a) Letter received change of director for Sharon.

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

Initial report still looks like a surplus of \$150K. Auditors report should be finalized and presented for next BOD meeting.

- a) Operating account balance: \$987,647.41.
- b) Project account balance: \$965,794.34
- c) Budget report was sent electronically prior to meeting.
- d) Jon reported we have received 50% of contact funds from towns; we're on mark. C-Med and Regional Medic Dispatching income are also in-line and on target.

Pat Mechare made a motion to receive the treasurer's report, seconded by Darin Reid. Motion carried unanimously.

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

- a) Operations Manager Dan Soule attended the APCO 4 day training session August 1st – 4th, 2010, in Houston, Texas. Topics he participated in: NG911, radio frequency licensing, dispatch consolidation, CAD operations for multi discipline agency and Tower design and installation points to remember.
- b) Class uniforms were purchased for all employees for use in future formal functions.
- c) August 17, 2010 – Joe and Dan attended CASM training; a software product supplied by the State of CT thru homeland security that allows for developing a resource catalog for region 5 as well as the state.
- d) August 24, 2010 we held our bi-monthly Dispatch Review Committee meeting; reviewed EMD numbers and compliancy. Welcomed new member Mike Castelli from Litchfield Ambulance Service to the committee.
- e) Received proposed contracts for tower sites with CT State Police. Identified circuits and antennas at each site, major difference is that CSP wanted us to pay for propane and generator maintenance at sites. We have agreed to pay for the propane and CSP will

- provide generator maintenance at Sharon, Colebrook and Norfolk sites. Other change is contract are for 1 yr with review and renewable by agreement of both sides.
- f) Held two (2) disciplinary hearings (September 9th & 14th) regarding EMS call to Colebrook. A grievance has been filed regarding one (1) of the disciplinary hearings.
 - g) Quarterly in-service training session (Sept 15th); everyone had CPR recertification with Jean Speck. New provider of group health insurance MetLife also provided additional life insurance options to our employees. Reviewed EMD QA data, EMD calls and updated SOP's.
 - h) Met with Paychex; currently working with them to update our job descriptions. Cammie has updated all I-9 forms for compliance. Flexible Spending Accounts (FSA) signup period is mid-October to mid-December, employees requested information.
 - i) Attended meeting in Washington regarding proposed cell tower installation on town property. Joe and Dan were there to answer any questions regarding space needed for public safety radio communications.
 - j) KING, KING & Assoc., CPAs review LCD books September 27-28, 2010. Preliminary report; all looks in order and we operated with a surplus for fiscal year 2009-2010. Final report and unqualified numbers should be ready for next BOD meeting.

Committee Report's

- a) **By-Law** – No meeting.
- b) **Executive** – No meeting
- c) **Finance** – No meeting.
- d) **Personnel** – No meeting. Update; 9/30/2010 transition to new chair, Rocky Tomlinson, Pat Mechare, Joe Weir, Scott Kellogg and Jim Schultz.
- e) **Protocol** – No meeting.

Old Business

OSET 2009-10 Grants Request: Approval received for our 2009-10 requests for our two (2) projects. Purchase and installation of 2 VHF Receivers (\$2,525.78) (Troop L & Southbury: command) also the purchase and installation/replacement of Transmitters and Receivers within our system. Currently have 17+ Tx/Rx in the radio system that are over 12 yrs old and part of our Capital Plan to update/replace current Quantar's (Tate's) (\$75,845.61). Total appropriated for LCD is \$78,371.39 for 09-10 request (along with \$2,708.19 from 2008-2009).

Sherman Tower Project: AT&T looking to move forward. Proposal was for \$450k for 20 year lease; looking for contract language working with first select person and zoning officer in Sherman. Another access road to the Farm Rd location also being looked at, moving forward over the next 30-90days.

Torrington PSAP project: Tentative labor agreement to merge unions. Several building committee meeting. Joe went over preliminary building specs with BOD. Specs went out for bid September 13th and closing for Bids is October 13th. Meet with the Mayor on October 5th. Moving along in positive nature. Per our Capital Plan a new location; monies may need to be approved with guarantees from Torrington contract. Brief discussion ensued, questions answered.

Other: Southbury Project: \$150K in grant monies; for the purpose of supplying 43 town coverage for coordinating e.g. teams such as Hazmat, etc. A tower site is to be put up, if in our Region 5 area.

New Business

CT Unemployment Insurance: 2.9% approximate costs \$5,700, or on high end 6.8% would cost approximately \$13,600 annually. With an increased work force (e.g. Torrington) the range could be closer to \$9,500 to \$22,500 annually. Looking to move forward, additional information and approval for next meeting with a sign on effective for January 2011.

Bristol EMS: Bristol Hospital EMS has approached us to bid on becoming their dispatch service for emergency and non-emergency (transport) services. Currently they handle about 6,000 emergency calls per year. With about 3,500 transport calls (non-emergency calls/year). Discussion ensued; additional staffing during peak hours to be addressed. Consensus is to continue discussions with Bristol.

Adjournment

Pat Mechare motioned to adjourn the meeting and was seconded by Darin Reid. Motion carried. The meeting adjourned at 8:28pm.

Minutes submitted by: Cammie Dilger