

LCD Board of Directors Meeting
Crystal Peak, Winsted
Meeting Minutes
January 29, 2011

Call to order

James Farkas called to order the regular meeting of the LCD Board of Directors at 6:10pm on January 29, 2011 at the Crystal Peak, Winsted.

Roll call

Roll call of Directors showed a quorum present.

Approval of minutes from last meeting

A motion was made by Pat Mechare and seconded by Jim Shultz to accept minutes from November 18, 2010. Motion carried.

Public Comment

a) None.

Correspondence

a) None

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

- a) Operating account balance: \$852,283.66.
- b) Project account balance: \$1,226,203.18.
- c) Transfer from LCD Operating account to our Capital Expenditure account for \$87k.
- d) Budget report was sent electronically prior to meeting.

Pat Mechare 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) Telecommunicator Conference is being held on April 12, 2011. National Public Safety Telecommunicator week is April 11 – 16, 2011.
- b) Attended NWCOG meeting - discussed State of CT Emergency Notification System and requested input on how LCD can provide assistance with emergency notifications. Also discussed the need for an opt-in information campaign in each town. ENS was successfully initiated by LCD for North Canaan; propane gas leak evacuation.
- c) President Farkas and LCD Management met with Insurance Services Organization (ISO) regarding Communications section on behalf of Barkhamsted. Learning session.
- d) Operations Mgr, Dan Soule and President Farkas attended Town of Sherman, Town meeting on December 10, 2010 to give a presentation on Tower project at the request of the First Selectman of Sherman.
- e) Comm. Mgr, Kevin Webb and I held an EMD Dispatch Steering Committee meeting – all three ER doctors and their EMS coordinators were present. Reviewed center performance in EMD (95%), aspirin protocol concerns, paramedic response and protocol 33 (Interfacility).
- f) Attended the regional MAC meeting (Medical Control) with representative ER doctors & EMS coordinator's all Hospital's in Region 5. Discussed issues pertaining to paramedic response and diversions and Life Star responses.
- g) Represented LCD at the LCFC Plan meeting – Legislative night attended by Sen. Witkos, Rep. Willis, Rep. Piscopo and Rep. Cook.

- h) Comm. Mgr Webb has completed the updating our entire SOP's to our current format and is in the final stages of developing a new employee training program
- i) Interviews of Torrington Part-time employees for consideration for full-time employment with LCD. Three (3) PT's have taken Criti-call test. Also all current LCD ET's are taking Criti-call test for validation purposes.
- j) Presented proposed updates of LCD job descriptions for Executive Director, Communications Manager, Operations Manager, Bookkeeper/Office Manager and Dispatcher to the personnel committee for review.
- k) The City of Danbury and the Town of Southbury have contacted LCD to discuss possibility of regionalization. We have had two meetings with Southbury and we have a meeting set up for early February with Danbury. Made clear to both that we are committed to the Torrington project and the earliest we would be able to entertain any future expansion would be July 2012.

Committee Report's

- a) **By-Law** – No meeting.
- b) **Executive** – No meeting.
- c) **Finance** – No meeting. To meet in near future.
- d) **Personnel** – Met to develop dispatcher and manager hiring policy. Review current and newly proposed job descriptions.
- e) **Protocol** – No meeting.

Old Business

Sherman Tower Project – Ops Mgr, Dan Soule, President Jim Farkas and VP Epstein, attended and presented at town of Sherman meeting on December 10, 2010; regarding our proposed tower project. More specifically the lease of town property to LCD for tower installation. Voted and defeated 901 to 284. Dan, Jim and Eric represented LCD in a positive manner; people at the meeting were very respectful. Now moving forward with the project to have antennas and radio equipment installed at the Sherman Firehouse.

Torrington PSAP Project – On December 20, 2011, Torrington's city council unanimously approved the mayor's recommendation to become the 20th member of LCD and approved the proposed lease of space by LCD for our dispatch center to relocate into the Torrington Fire Department Headquarters expansion/addition. January 13, 2011 all agreements signed and placed on file. Transition team has been established; held two meetings in January and plan to meet bi-weekly. Team members include LCD management staff, emergency telecommunicators from both dispatch centers (LCD & Torrington PD), representatives from Torrington PD and FD. The committee to be expanded as needed. The Burlington Company of Torrington has been awarded the contract. Deputy Chief Gary Brunoli of the Torrington FD is the lead on this project as well as a representative on the LCD BOD. A timeline chart for the project has been developed; to ensure we stay on target and address all issues. Met with OSET to keep them informed about the consolidation of PSAP's and Torrington's request for funding under the transition grant program.

New Business

990 - Has been received from the tax auditor. Joe has it available for review. The return has been filed to the IRS.
 Motion made by Jim Schultz to receive the 990 and place on file and second from Darin Reid. Motion carried.

Other – Included in the lease agreement was a \$400,000 commitment by LCD to this project in return for 10 yrs of prepaid rent and the ownership of identified equipment by LCD that is to be purchased within this project.

A motion made by Darin Reid and seconded by Bill LeGeyt to release \$200,000.00 from LCD Capital Expenditure Account to Torrington. Motion carried unanimously.

Adjournment

Bill LeGeyt motioned to adjourn the meeting and was seconded by Jon Barbagallo. Motion carried. The meeting adjourned at 6:42pm.

Minutes submitted by: Scott Kellogg, Secretary