

LCD Board of Directors Meeting
Goshen Firehouse
Meeting Minutes
March 31, 2011

Call to order

President Farkas called to order the regular meeting of the LCD Board of Directors at 7:04pm on March 31, 2011 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 Pat Mechare and seconded by Sue Dyer to accept minutes from February 24, 2011. Motion passed unanimously.

Public Comment

a) None.

Correspondence

a) Correspondence received from towns; appointed LCD BOD for upcoming year:
NW Cog: Mark Lyon & Jack Travers, Colebrook: Scott Thibault, Norfolk:
Christopher Little

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

- a) On target for the budget for the end of the fiscal year.
- b) Operating account balance: \$831,903.13.
- c) Project account balance: \$1,052,367.15.
- d) Budget report was sent electronically prior to meeting. Also, available for directors at the meeting.

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, Executive Director reported the following:

- a) Attended NWCEO COG - Discussed State of CT Emergency Notification System; requested on how LCD can provide assistance with emergency notifications. Asked Chief Elected Officials (CEO's) to meet and discuss ENS system use for their town. Discussed need for opt-in information campaign. Informed CEO's that LCD's budget approval should be acted on at the March BOD meeting; per capita reduced by approximately 6.9%. Updated members regarding move to Torrington and Torrington's membership.
- b) Met separately with First Selectmen of Canaan, Barkhamsted and Cornwall. Made presentation on ENS system; LCD can provide each town services with regards to broadcasting a emergency notification for its' town and discussed coordinating an "opt-in" program so citizens can be informed when necessary. Towns asked to identify who from their town (up to 5 individuals) can authorize an emergency notification broadcast.
- c) Attended OSET meeting regarding regionalization. State has hired Kimball Assoc. to perform study and make recommendations on regionalization. I attended to stay informed and protect the status of funding for the current regional system. A survey will be coming to CEO's in the near future including LCD. Once survey is

completed, interviewers will come to LCD; we will notify those CEO's of the meeting and can attend if interested. Plan on a 4 hour meeting.

- d) Paychex HR suite; no longer getting monies worth. Meeting with ADP and Compupay to discuss possible change in vendors. Will keep you posted.
- e) Attended Region 5 Medical Advisory Committee meeting – discussed Life Star responding, Hospital diversion reports for our three ER's, concerns of Region 5 EMS coordinator position (Jean Steck) and opposition to proposal for OEMS to come under Homeland Security; they want to remain under DPH.
- f) Kevin and I met with Litchfield County Fire Chiefs - plan group regarding county coordinator program and discussed:
 - Distribute the "County Plan" to Chiefs;
 - Educate the County Chiefs in the difference between "Mutual Aid" and "County Resources" by discussions at County Meetings, ESF-4 Meetings, and Local Zone Meetings.
 - Update the county inventory and resources.
 - Develop an "After Action" Report to be filed after each incident where county coordinators were involved.
- g) Attended NENA Conference 9-1-1 goes to Washington. Met with representatives Murphy, Courtney and Senator Lieberman, also with staff from Representatives Larson, Himes and DeLauro as well as Senators Lieberman and Blumenthal. Discussed Next Generation NG911; regarding legislation and funding and its effects on our Torrington project.
- h) Torrington transition team meets regularly. Building project is on schedule. Decision if contingency plan is to be implemented; over next 2-3 weeks. Console furniture bids; received and awarded to Eaton/Wright-line. Channel Banks bids; awarded to Northeastern Communications. Phone system bids to go out shortly. EPD has been purchased and programming by LCD and Torrington PD has begun. As of today all planning goals/timelines are on target, project will move quickly over the next 4-6 weeks. Met with Hunt Systems CAD programmers. Several more meeting in near future to implement and finalize costs for use of the system in Torrington and any necessary interfaces. "NCIC/Collect" agreement in place between LCD & Torrington PD. Training for all of our dispatchers has been set. Met with State of CT agreed on plan to install communications link for Collect system at 111 Water St; 1st week of June. Fingerprinting and background checks of our employees have begun. Hiring three (3) part-time employees of Torrington to begin working in April and concluding in June. A job description for the position of QA/Training officer to be submitted to the personnel committee with a target date of hiring in May. D.C. Gary Brunoli reported on progress of building everything going as planned and final grant approval from OSET received.

Committee Report's

- a) **By-Law** – No meeting.
- b) **Executive** – No meeting.
- c) **Finance** – No meeting.
- d) **Personnel** – No meeting.
- e) **Protocol** – No meeting.

Old Business

Budget 2011-2012 – Budget was sent out to the directors. Reviewed at the February meeting. Treasurer Barbagallo reported that most were happy that there was a per capita decrease.

Motion by Sue Dyer and seconded by Pat Mechare to adopt the 2011-2012 Budget. Ten (10) in favor, zero (0) opposed one (1) abstention (Reid). Motion carried.

Other- President Farkas reminded the board members of elections for next month. Nominations are due the nominating committee.

New Business

- a) **Emergency Fire Dispatch** – request by communications manager and several of the dispatchers to purchase the Emergency Fire Dispatch protocol software. Asking OSET to provide funding.

OSET Capital Expense Grant:

Request a motion to appropriate \$29,213 for the purchase of Priority Dispatch Emergency Fire Dispatch (EFD) Protocol Software and Aqua – Quality Assurance software, to work in conjunction with our current EMD and EPD set of protocols from our Capital Improvement Account. Whereas Litchfield County Dispatch Inc. (LCD) is applying for consideration to the Office of Statewide Emergency Telecommunications (OSET) a Capital Expense Grant request for F.Y. 2010-2011 which, if awarded, will be used to fund up to 50% (\$14,606.50) the purchase of Priority Dispatch EFD and AQUA EFD programs in accordance with OSET Capital Expense Grant program guidelines. Let it be resolved that on this date March 31, 2011 that the LCD Board of Directors shall commit to match such funding received dollar for dollar for the purposes as outlined in our grant application with funds set aside in our Capital Improvement account for this project.

Motion by Peter Grusauskas and seconded by Sue Dyer of the above OSET Capital Expense Grant. Brief discussion ensued. Motion carried unanimously.

- b) **Other:**

Town of Southbury - asked for a proposal to take over dispatching for Southbury Training School. LCD made a proposal offer to Southbury of \$53,700 per year starting July 1, 2011. No additional resources for LCD, they receive about 600 calls per year. LCD to receive all 911 calls, dispatch fire and ambulance calls. Responding units would talk on their current frequencies. Any PD calls transferred to Troop A. Provide EMD for those calls.

Motion made by Daren Reid and seconded by Jim Schultz to submit proposal as presented to Southbury. Question from floor briefly discussed. Motion Carried Unanimously.

Thomaston - has asked for a proposal for police, fire, and EMS dispatching.

Adjournment

Darin Reid motioned to adjourn the meeting and was seconded by Jon Barbagallo. Motion carried. The meeting adjourned at 8:37pm.

Respectfully Submitted,
Scott Kellogg, Secretary