

LCD Board of Directors Meeting
Goshen Firehouse
Meeting Minutes
February 24, 2011

Call to order

Eric Epstein, Vice President called to order the regular meeting of the LCD Board of Directors at 7:01pm on February 24, 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 Bill LeGeyt to accept minutes from January 29, 2011. Motion carried.

Public Comment

a) None.

Correspondence

a) None

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

- a) Operating account balance: \$748,690.37.
- b) Project account balance: \$1,044,202.15.
- c) Budget report was sent electronically prior to meeting.

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

Executive Director's Report – Kevin Webb, Communications Manger reported on behalf of Joseph Del Buono, Executive Director. The following was reported:

- a) Met with the City of Danbury on 2/10/11; discussed regionalization. Danbury determining their options. Interested in a regional center in their city; looking to outsource managing of and hiring of personnel to a company like ours.
- b) LHCEO COG meeting on 2/1/11- 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.
- c) Attended Litchfield County Fire Chief's Plan meeting on 2/14/11 - addressed the group with regards to the Torrington project and updated them accordingly.
- d) Torrington transition team continues to meet regularly. Contingency plans have been developed. Met with console furniture representative and have approved tentative layout of center; met with Torrington CAD vendor and our CAD vendor to develop working relationship and interoperability of systems; working on putting "NCIC/Collect" agreement in place between LCD & Torrington PD.
- e) Three (3) of our employees have begun training as part-time telecommunicators with the city of Torrington. We have tested & interviewed three (3) of Torrington PD part-time telecommunicators for our current vacancy.

Committee Report's

- a) **By-Law** – No meeting.
- b) **Executive** – No meeting.

- c) **Finance** – proposed budget sent electronically prior to meeting for review. Biggest increase with payroll; due to Torrington expansion of employees. Membership to see a 6.98% decrease per capita. This is the best guess at what it is cost to run the new facility; figures based on the high end. Next year; budget should be more realistic. Monies have been set aside for contingency to keep admin office for additional time if move date to Torrington should be delayed.
- d) **Personnel** – Productive meeting reviewed job descriptions updated by Paychex. To meet with Paychex; prefer our current descriptions better. Committee plans to meet again soon.
- e) **Protocol** – No meeting.

Old Business

Torrington PSAP Project – Building project is currently on schedule. As stated earlier, a contingency plan has been put in place in case the building project experiences any delays. Vendor meetings will begin on March 8th (regarding phone systems PD/FD/LCD). (A copy of our timeline chart for the project was distributed.) Torrington received a verbal agreement from OSET; Transition Grant fund should be approved.

Other- Sherman Tower Project – Equipment to be installed at Sherman Firehouse; still awaiting start date.

New Business

Budget Review – Refer to Finance Committee Report.

Adjournment

Darin Reid motioned to adjourn the meeting and was seconded by Jim Schultz. Motion carried. The meeting adjourned at 7:22pm.

Minutes submitted by: Cammie Dilger