

## LCD Board of Directors Meeting – October 27, 2011

Meeting was called to order at by President Farkas at 19:22

Roll Call was taken and a quorum was present.

A motion was made by Daren Reid to approve the minutes of the directors' meeting of September 29, 2011. 2<sup>nd</sup> by Jim Schultz . Motion carried unanimously.

Public Comment: None

Correspondence: A letter was received from a dispatcher candidate that declined the job offer. He asked that his name remain on the hiring list.

Treasurer's Report: Balances in the accounts are:

1. Operating Account: \$981,497.25
2. Projects Account: \$581,140.87. Additionally, there is \$217,312.76 – Earmarked for projects that we have applied to OSET for matching grants in the projects account.
3. A motion was made by Pat Mechare to receive the treasurer's report. Motion was 2<sup>nd</sup> by Bill LeGeyt. No Discussion. Motion carried unanimously.

Executive Director's Report:

1. Held our quarterly training session on October 4<sup>th</sup> – attended by President Farkas and Secretary Kellogg.
2. Oct 5<sup>th</sup>....Torrington Fire hosted Public Safety Task Force meeting – after the meeting members of the committee toured LCD dispatch center.
3. Oct 7<sup>th</sup>...Kevin attended the 911 Commission Mtg. Major issues talked about at the meeting was

(a) The Kimball Report on Regionalization that was due out end of August is near completion – they received more data than expected (100% returns). Final report should be out soon.

(b) The Fiber Optic system phase 1 is rolling out as we speak. Equipment for LCD has been put in place here....phase II that includes Torrington PD and area Fire Stations should be rolling out mid 2012 with completion in 2013

(c) NG911 (Next Generation) RFP has hit the street and all requests should be submitted by end of November. Bids are being taking in two parts....1) just to keep current system (E911, enhanced) running with updated equipment and 2) technology to support NG911

(d) Legislation for 911 surcharge increase will be presented again this coming legislative season and if not increased funding for NG911 and training and other funding we receive may be affected in 2012-13 budget year.

4. Oct. 11<sup>th</sup> Training Coordinator Liskin completed EMD-Q training session in Malden Ma.
5. We have finally received our new work uniforms; all LCD employees now have their uniform allotment with our new logo.
6. We started our new hire Eric Hirsch – he began training on 10/24/11 – we welcome him aboard.

Operations Update: Communications Manager Webb updated the directors:

1. Eric Hirsch was hired and started this week. Comfortable with EMD and answering the phones already. He is going to fill a big void and reduce the amount of overtime that we have been using.
2. We have just purchased PlanIT scheduling, an electroning, web based schedule program that keeps track of schedules, time off, ect.
3. Had an employee appreciation party this past Sunday that was well attended.
4. Kevin is corresponding with the Torrington PD on a daily basis. They are very happy with the service we have been providing.

Training Update: Training Coordinator Liskin updated the directors:

1. Matt Ludwig has completed cross training as of today. Joins Anthony Sartori has also recently completed his training. Will have 9 employees complete or in the training process by November 1<sup>st</sup>. (81%) of the employees. The dispatchers have been taking a lot of initiative on their own to start their training. This is helping us to meet our goal of cross-training by the end of the year. Training has been happening in both on-shift with coverage by the management team as well as some overtime. For November the goal is to eliminate the overtime all together with the number of people that have completed their cross training already.

#### President's Comments:

1. All directors are invited to see the dispatch center following the meeting if anyone hasn't seen it yet.
2. The dispatcher appreciation picnic went very well. We asked a lot of the dispatchers during the transition and they all did an amazing job to help us get to where we are today. It was a great opportunity for the dispatcher's families to see the center.
3. We will be planning a service open house in the near future. We have had a lot of requests from services to see the center. We will start to figure out the best way to handle these requests and plan some sort of open house.

#### Committee Reports:

1. By-laws: Did not meet
2. Executive: Met without action
3. Finance: Did not meet
4. Personnel: Did not meet
5. Protocol: President Farkas provided an update from the protocol committee:
  - a. 2 months into testing of single tone dispatch. Will be sending out a questioner to the service chiefs and directors for feedback.

#### Old Business:

1. Sherman Project – Dan Soule commented that they are in the process of installing equipment. The antennas should be just about installed. Will be working on connecting it into the system next.
2. EMS Charts link to the CAD – Danny Soule has done some investigation with Jim Schultz. Jim stated the total expense to LCD was \$3,250. The services would be charged a 1 time fee of \$250 with a monthly fee of \$15 per month if the number of dispatches is less than 1000 per year. A motion was made by Jim Schultz to purchase the CAD link to EMS charts for \$3,250. 2<sup>nd</sup> by Daren Reid. A question was raised as to the information that would be passed from the CAD to EMS Chart. Jim Schultz stated that any of the information in the CAD (address, dispatch code, times, etc) would be passed to the CAD. Joe Delbuono asked if we were going to require the services to use the data. Jim Schultz stated that it would be up to each service to decide if they would use it and it would not be mandatory. Motion carried unanimously.

3. Bill LeGeyt asked a question about the status of the audit. Joe DelBuono commented that the auditor had requested a copy of the minutes of our last meeting. Those were provided this week. We expect to have the audit results by the next meeting.

New Business:

1. Colebrook Tower Request: Joe reported that the owner of the site in Colebrook (Richard Wilbur) had approached us asking to have his driveway chip sealed in exchange for use of the property. We have asked him to write a letter to the board. To date we have not had a response. Joe has solicited quotes of \$14,650, \$23,000, and \$39,000. Dan Soule added that most of the driveway that he is asking we chip seal is the driveway to the tower site. A very small section continues past the tower site to Mr. Wilbur's house.
  - a. Motion made by Jim Schultz to expend funds from the capital expenditure account not to exceed \$16,000 to chip seal the Colebrook tower driveway with a written request from the property owner on file. 2<sup>nd</sup> by Pat Mechare. No additional discussion. Motion carried unanimously with Bill Legeyt abstaining.
2. Joe commented that Region 5 ESF-4 has asked all of the fire chiefs in the region complete a survey of all of the radio frequencies used in the town. Joe will send them the LCD frequencies and will assist where needed in getting the survey completed.
3. Jim asked the by-law committee to consider adding an emeritus status to the board of directors.

Next meeting is November 17<sup>th</sup> at 7:00pm at Torrington.

Meeting adjourned at 20:02.

Respectfully Submitted,

  
Scott Kellogg, Secretary