

## Minutes of the Meeting of the Board of Directors – September 29, 2011

Meeting called to order at 7:05pm at the Torrington Emergency Operations Center

A quorum was present

A motion was made by Eric Epstein to approve the minutes of the August 26, 2011 director's meeting. 2<sup>nd</sup> by Gary Brunoli. No Discussion. Motion carried unanimously.

Public comment – none

Correspondence – none

Treasurers Report – Copies of the budget were available. Operating account balance of \$1,179,431.10. Projects account balance of \$766,427.36. The treasurer reported that he is keeping a close eye on the employee payroll budget. We expect this line to be tight this year because of the transition and training. We also had extra staff on for the hurricane. The managers have been compensated for their time at the storm. We expect to be reimbursed by FEMA for the expenses incurred during the storm. Motion by Bill LeGeyt. 2<sup>nd</sup> by Chris Pitcher. No Discussion. Motion carried unanimously.

Executive Director's report –

1. August 29....Tropical Storm Irene passed thru – LCD declared an Area Wide Emergency at 0600 hrs on Sunday August 28th....Comm. Mgr. Kevin Webb & Operations Mgr. Soule manned the center. Additional Dispatcher's were put into service – an excellent job by all. LCD handled 400+ calls on Sunday. Webb & Soule and entire groups of dispatcher's should be recognized for a job well done.
2. Sept 6<sup>th</sup>....we continue to hold transition team meetings to keep all informed – this project is far from over. Operational and technical requirements need to be fulfilled – training will be ongoing for the next three months. Progress is being made.
3. Sept 7<sup>th</sup>...City of Torrington and LCD held a building dedication at 10am. Was well attended. President Farkas gave a presentation on behalf of LCD and thanked all those involved.
4. Sept 22<sup>nd</sup>...attended our Medical Advisory Committee meeting discussions were had regarding Morris Vol. Ambulance capabilities (or lack there of) communicating heart monitor data to hospitals...it appears to be a problem with AMR modem capabilities and they need to come to a workable solution for/with Morris.
5. LCD next quarterly in-service training session is scheduled for October 4th

Committee Reports

By-laws – did not meet

Executive – met with Executive director – will continue to meet monthly

Finance – did not meet

Personnel – did not meet

Protocol – did not meet

#### Old Business –

Sherman Tower Site - Starting to put the antenna on Sherman. 2 of the 3 antennas are up at the site. Not sure when the equipment will be installed. Joe DelBuono commented that he expects it should be complete in the next 30 days.

EMS Charts – Jim Schultz asked for an update on the progress. Joe DelBuono commented that nothing has been done recently. After some discussion, Jim Schultz agreed to contact Danny Soule and check on the status of the project.

A question from Steve Kroehle on the Inter-county frequency. Joe DelBuono commented that there is no plan to enhance the system as it is a business channel. Some areas have limited coverage but there is no current plan to expand the system. Joe suggested that we look into where the issues exist and discuss further. One potential solution might be the fiberoptics that are being installed in the firehouses in the next year or so.

#### New Business

Starting Salary policy for new dispatchers – Jim Farkas presented the starting salary proposal that was supported by the executive committee and personnel committee that would start experienced dispatchers at appropriate steps based on their experience and certifications. A motion was made by Pat Mechare to adopt the policy. Motion was 2<sup>nd</sup> by Steve Kroehle. No discussion. Motion carried unanimously with 1 abstention. Pat Mechare asked that we make sure to include it in the policy manual and that the directors receive a copy.

Service Open House – Jim Farkas stated that a date would be announced soon for the service open house.

Joe Delbuono proposed an incentive of \$750 to encourage the dispatchers to get their cross training completed. He explained that this kind of incentive has worked in the past in his experience. He expects the incentive might make dispatchers a bit more eager to get their training completed. Pat Mchare commented that she would only support such an incentive if it had a time frame for which the training would need to be completed. There was also a question as to if the dispatcher job description had been updated. Joe Delbuono stated that it had not but is on the list of things to do. Jim Farkas commented that this item came up at negotiations last year and was passed by. A motion was made by Jim Schultz to reward dispatchers for completing their training in a pre-determined amount of time. 2<sup>nd</sup>

by Pat Mechare. Discussion ensued regarding what was an appropriate reward. Perhaps an item like an iPod or a weekend away rather than money was suggested. Pat Mechare commented that she believes this is a very cost effective measure towards getting the cross-training done and she supports the proposal. Motion carried with 2 abstentions.

A motion was made by Pat Mechare that existing employees be given a 1 time financial incentive of \$750 for the completion of the cross training as police, fire, and EMS dispatchers within 60 days of the start of their training. 2<sup>nd</sup> by Ted Jansen. No discussion. Motion carried with 2 abstentions.

Pat Mechare made a motion that the 3 dispatchers that have already completed their cross training (Missy Lindgren, Jacob Keller, and Jenn Dione) be retroactively given their \$750 bonuses. Motion was 2<sup>nd</sup> by Steve Kroehle. No discussion. Motion carried unanimously.

Joe Delbuono informed the board that the owner of the Colebrook tower site is inquiring if, in lieu of any payment for the use of the property, LCD would consider chip sealing the driveway that leads up to the tower site. Pat Mechare suggested that the owner of the site send the request to the board of directors in writing.

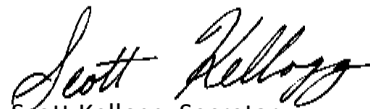
A question was raised regarding the use of the name of the residence during dispatches. Some dispatchers do use the names while others do not. There was discussion as to whether it was a good or bad idea to use the name in the dispatch. Joe asked that any issues with individual calls be reported to him.

A question was raised about how the single tone dispatching has been working. Warren has had an issue because they have had issues with their tones. Their tones are being changed. There was additional discussion regarding the pros and cons of the single tone dispatching. The trial will continue and services are encouraged to provide feedback.

Pat Mechare made a motion to adjourn the meeting. Motion was 2<sup>nd</sup> by Daren Reid. No discussion. Motion carried.

Next meeting will be in Torrington in November.

Respectfully Submitted,

  
Scott Kellogg, Secretary