

Eric Epstein
President

Litchfield County Dispatch, Inc.

Daniel Soule
Operations Manager

111 Water Street
Torrington, CT 06790
www.lcd911.com

Kevin Webb
Communications Manager

Jeffrey Liskin
QA/Training Coordinator



LCD Board of Director's Meeting – Nov 29, 2012

Meeting was called to order at 7:06 p.m. by President Epstein

Agenda items added to New Business:

- 2013 Meeting Schedule
- 403B Administrator Resolution
- Litchfield County Chief's Emergency Response Plan

Motion by Falls Village to add items to agenda and seconded by Warren. Motion passed.

Roll call showed a quorum was present.

Motion by Falls Village and seconded by Sharon to approve minutes of October's meeting.
Motion passed.

Public Comment: None

Correspondence: None

Treasurer's Report:

- Operating Account: \$1,205,466.34
- Projects Account: \$865,190.47

Credit card issue with Auditor: Auditor suggested that a credit card policy be put in place to better control use. Official response will be provided to Auditor by Scott K. and policy will be distributed to directors when it is finalized.

VP Farkas and made motion to receive report, seconded by Barkhamsted. Motion Passed.

Reports of Management:

See attached. Question was raised about transmitter failure during storm. Dan Soule explained that the power supply on the Command transmitter failed at Sharon site.

COMMITTEE REPORTS:

By law: Did not meet

Executive Board: Joint Meeting was held with Personnel Committee and will be further discussed later in this meeting.

Finance: Did not meet

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Personnel:

- 2 Unemployment benefit requests were received from Joe Delbuono and Jeff Jasmine.
- A new hiring list was approved and applications have begun to arrive to the center.
- The personnel committee recommends to the Board that LCD hire New Hartford FD member Ben Marcus. A Motion by VP Farkas and seconded by Warren to have board give approval to Personnel committee to hire Ben Marcus should an interview go well. Motion passed.
- "Non-Union Employee Leave Policy" is complete and will be submitted for next month for Director's review. Timing is not critical as policy won't take effect until July 1, 2013.

Protocol: Meeting was cancelled. Nothing scheduled yet.

OLD BUSINESS:

CMED Radio programming: Call Dan Soule with any issues with narrowbanding of radios. Generator and battery backup of transmitter sites and the dispatch center was discussed.

NEW BUSINESS:

- 2013 Meeting schedule was emailed out. Motion by Treasurer Kellogg and seconded by Warren to approve meeting schedule.
- 403B Plan Administrator needs to change from Joe Delbuono to Dan Soule. Falls Village made motion and seconded by Treasurer Kellogg to approve resolution. Motion passed.
- Litchfield County Fire Chiefs Plan has asked that we approve Communications Plan. Kevin Webb will be attending upcoming meeting to address concerns.
- Executive Board celebrated Dan's 23rd year with the company and applauded Kevin's 15th year with the company which is in December, 2012.
- Reminder of LCD Holiday Gathering at Crystal Peak on Saturday, January 19, 2013.
- Motion by Falls Village and seconded by Barkhamsted at 7:38 p.m. to go into Executive Session to discuss personnel matters with regards to hiring an Executive Director.
- Motion to continue in Open Session by Mark Lyons and seconded by Warren at 0833. Motion passed.
- Hiring Committee was appointed and will consist of President Epstein, Scott Kellogg, Jim Schultz, Mark Lyon and Scott Schreiber.
- Motion made by Falls Village and seconded by Mark Lyon that after a successful interview it is moved to give the hiring committee authority to promote Daniel Soule to the position of Executive Director of Litchfield County Dispatch at a salary of \$79,200. Motion Passed.

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- Motion by Frank VanOrmer to authorize Hiring Committee to post a public notification of the open Executive Director position with a salary range of \$75-80K if the Hiring Committee does not promote from within. Position shall not be posted for longer than 30 days. Seconded by Barkhamsted. Motion passed.

Motion was made to adjourn meeting at 7:24 p.m. by Warren and seconded by Washington. Motion passed.

Management Report for November Director's Meeting

- Jeff Jasmine resigned from LCD effective November 12th.
- Dispatchers did a great job with Hurricane Sandy.
Approx 300 incidents were handled within a 36 hour period (10/29 1200- 10/30 1800).
- New UPS for Mohawk site ordered with extended runtime of approx 3 hours and alarming.
- Insurance claim for ups failure and transmitter failure during hurricane was reported and paid by VFIS.
- Met with State Police to discuss MOU in case of LCD evacuation and to work better together.
- Dan and Kevin had UPS Training for back-up power to the building.
- Still no decision on location of Region 5 communications vehicle. Watertown, Danbury and Bethel have requested hosting the vehicle.
- Kevin will be attending the LCFCP meeting on Saturday 12/1 at the Bantam Firehouse.
- Insurance claim for ups failure and transmitter failure during hurricane was reported and paid by VFIS.