

Minutes of the Meeting of the Board of Directors

February 23, 2012

1. Meeting was called to order by President Farkas at 7:02pm. Roll was taken and a quorum was present.
2. Jim Welcomed Dispatchers Matt Ludwig, Jenn Dionne, and Kaki Shaffer Reid to the meeting.
3. Motion to add Aaron Abdelmaseh from Rave Mobile Safety to the agenda made by Daren Reid. 2nd by Barkhamsted. Motion passed unanimously.
 - a. Aaron made a presentation to the directors on "Smart 911"
4. Motion made by Jim Schultz to accept the minutes of the meeting of the board of directors of January 26, 2012. 2nd by Scott Schrieber. Motion carried unanimously.
5. Public Comment – none
6. Correspondence
 - a. Joe Delbuono reported that he has received a letter from Falls Village reappointing Pat Mechare to the LCD board of directors again.
 - b. Jim Farkas reminded all directors that we need a letter from each town with the director appointment for the 2012-2013 year by March 31st.
7. Treasurers report – Joe reported that all towns are paid. Additional funding is still coming in from the state. 87% of income has been received. Uniforms is over budget due to buying uniforms for all of the employees. Most items are well within budget for the year. Operating account balance \$1,257,714. Projects account balance \$660,657.39. Motion to receive the treasurers report by Steve Elovirta. 2nd by Sue Dyer. Motion carried unanimously.
8. Committee Reports.
 - a. By-laws Committee – has not met
 - b. Executive Committee – meeting on regular basis with management team. No formal action taken
 - c. Finance Committee – looking to hold a meeting soon.
 - d. Personnel Committee– The personnel committee met earlier today and discussed the following items:
 - o The committee heard an update from the executive director regarding the status of the newly hired dispatchers and the QC/Training Coordinator. All are reported to be progressing well in their new positions.
 - o The committee received a request from dispatcher Jennifer Dionne asking that the personnel committee review her current pay step. Dispatcher Dionne was hired in April, 2011 and was started at step zero (there was no policy in place regarding starting salary for dispatchers at the time). With the new policy that was put in place by the board in September, 2011, Jennifer would have been hired at step 1. Scott Kellogg, on behalf of the personnel committee, made a motion to adjust Jennifer Dionne's salary by one step effective at the next pay period. The motion was 2nd by Sue Dyer. Sue Dyer asked if there would be any retroactive pay involved.

Scott responded that the committee is not recommending retroactive pay be awarded and that the increase would be effective starting in the next pay period. There was no further discussion. The motion carried with Darin Reid abstaining.

- The committee reviewed the current dispatcher hiring list. We have hired (or offered positions) to 4 of the 10 candidates on the list and we still have very viable candidates remaining on the list. The committee will continue to review the list periodically.
- The committee reopened their prior discussion on job descriptions. With taking Torrington on last year, some of the descriptions will need to be adjusted in the near future. The committee will continue to work towards that goal.
- Scott mentioned that Kelly Roberts has resigned effective March 15th.
- Scott Schrieber asked how many applications that LCD received in the most recent posting for the dispatcher position from the area that know the general area. Scott Kellogg replied that we received a total of more than 200 applications. A process was used to assign points to applicants with dispatching experience as well as if they were members of towns that LCD currently serviced. The top scorers in the initial round were brought in to take part in “Crit-i-call” testing which evaluates the candidates in dispatching situations and skill sets that are typically viewed as important for a dispatcher. The list was again sorted based on the scores of the testing and the top candidates were brought in for an interview where the hiring list was compiled. There were a fair number of applications from members of local departments. We were fortunate that we had quite a few applications from dispatchers that were already certified and had significant dispatching experience. Those candidates floated to the top of the list.

e. Protocol –

- This month’s meeting had to be cancelled.
- The committee held the 1st of 2 EFD communication sessions with the service chiefs. The second session will be held next meeting is next Thursday with an EFD go live scheduled for April 1st.

9. Executive Director’s Report

- a. 3 prospective dispatchers were interviewed for the open position. The 1 candidate from the local area did not return Joe’s call until many days later. Joe will call him back to let him know that we have hired a new dispatcher.
- b. Joe has been working on the budget – 97% complete
- c. Cross training is going well. One additional employee has completed their training (total of 13 of the 16). Joe expects another to be complete in the next couple of weeks.
- d. CMED narrow-banding – still needs to be completed. Have been meeting with Dept of Health personnel. Goal is to be complete the first week of December. Testing is ongoing at Southwestern CMED. OSET is also working on propagation maps to make sure coverage is appropriate throughout the state. 10 new CMED channels will be available with this narrow-banding. EMS Services will be required to purchase multi channel radios so that all EMS services have access to all of the CMED channels. Daren

Reid suggested that LCD should look into getting a contract with a vendor in order to do bulk purchases. Joe said that we would look into it when the time comes. Jim Schultz commented that the intercounty frequency is also involved. Jim commented that March 15th there will be a road show for the EMDs and CEOs to discuss.

- e. Joe will be sending out emails regarding public safety's support of the proposition to raise the 911 funding cap. Please send letters to your legislators. Without this increase, there will be surely be cuts to our funding next year.

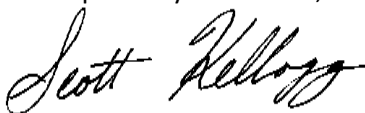
10. Old Business – none

11. New Business –

- a. Jim Schultz commented that LCD has no way of monitoring whether their transmitters are functioning properly. They rely heavily on responders letting LCD know if there are issues. Jim made a motion that LCD investigate the purchase of monitoring equipment for the transmitter network. 2nd by Daren Reid. Joe commented that G4 monitors the power to the equipment and we can detect a failure but there is no monitoring of the transmitters themselves. Motion carried unanimously.
- b. Jim Farkas asked for a committee for nominations. Daren Reid and Peter Bernard were appointed as the nominating committee.
- c. Joe Delbuono made comments regarding the budgets. He has received some phone calls from the towns trying to get an estimate for next year. Joe said they are attempting to have a zero increase in the per capita cost for the towns next year. However, we have used the 2000 census for the past few years. Recently, the new department of health 2010 census was published. We will be using the department of health 2010 census for the 2012-2013 budget. Preliminary budget figures are available. We won't get final OSET figures until after the 1st week of April. Jim Farkas commented that OSET gives us about 50% of our total revenue so waiting for OSET to finish their budget is critical to us completing ours.
- d. Joe Delbuono commented on the proposal for Middlebury. Joe submitted a proposal to Middlebury for PSAP, 911, EMD, and dispatching. We understand that Middlebury also solicited a proposal from Northwest Public Safety as well as investigating creating their own regional center with Thomaston and Watertown.
- e. Jim Farkas also commented that Danbury has put out an RFP for manpower for their dispatch center. We have not yet responded but that is typically not what we are interested in doing.

12. Motion made by Jim Schultz to adjourn at 8:27pm. 2nd by Gary Brunoli. Motion carried.

Respectfully Submitted,



Scott Kellogg, Secretary