

## Minutes of the Board of Directors of Litchfield County Dispatch

January 28, 2012

Meeting was called to order by President Farkas 6:18pm at Crystal Peak – Winsted, CT

Quorum Is present

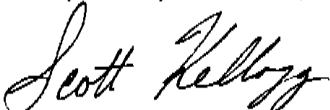
1. A motion was made by Gary Brunoli to accept the Minutes of the Board of Director's meeting held on November 17, 2011. Motion was seconded by Jim Schultz. There was no discussion and the motion carried unanimously.
2. Public Comment – There was no public comment brought forward
3. Correspondence
  - a. Joe DelBuono received a letter from the Litchfield Fire and EMS chiefs notifying LCD that Frank Vanormer was appointed to the LCD Board of Directors to represent the town of Litchfield.
  - b. Joe also received a letter from Barkhamsed Fire Dist – Barkhamsted has appointed Steve Aloverta to the LCD Board of Directors to represent the Barkhamsted Fire District.
  - c. Joe also reported that he has received a letter of resignation from dispatcher Kelly Roberts that is effective on March 15, 2012. She will be resigning to take a teaching position.
  - d. Jim thanked Bill Legyt for his long years of service on the LCD board.
4. Treasurer's report – Treasurer Barbagallo reported that the latest budget vs actual report was available at the meeting. We are right on target with most of the more substantial line items. All of the towns are up to date with their payments to LCD.
  - a. Operating Account Balance: \$1,185,581.77
  - b. Project Account Balance: \$647,251.06
  - c. Motion to received by Gary Brunoli. 2<sup>nd</sup> by Steve. No Comments. Motion Carried Unanimously
5. The executive directors report was emailed to the board of directors prior to the meeting. Joe did highlight the report:
  - a. Cross training is going well
  - b. Adam Selowicz was hired recently as a new dispatcher and will be with us tonight
  - c. Middlebury has asked us for a proposal. Joe is preparing and will get it to them in the next couple of weeks.
  - d. Communication Manager Webb attended 911 commission meeting. Fiberoptic network progress has slowed down as they try to decide who will have control over the line. Progress is being made...but it is slow
  - e. Kimbal report is out and on the web site. There are 2 key points that we need to pay attention to:
    - i. C1 factor in our funding formula. If the state changes the formula it will effect the amount of funding that we get. Of course any reduction will have a trickle down effect to the towns.

- ii. The surcharge has been brought up again. Joe will be emailing everyone to ask for their support including letters to legislators on this issue. Jim commented that Virginia is \$3.45 per line vs Connecticut at \$.75.
  - f. April 10th is the Telecommunicator conference. Joe plans to send several dispatchers.
  - g. Operations Manager DanSoule and Joe attended meeting with Hospital groups regarding narrow-banding of CMED channels. This is coming due in 2013 and everyone needs to be compliant. There has been a plan developed and we are on schedule to have this completed on time. Will be a major coordination issue with programming. Region 5 will be done the 1st week of December, 2012. This only effects the mobile radios.
  - h. EMS Charts cad interface is complete. 7 services are currently using the system.
  - i. Received our 990 form for our taxes from the auditors. Will be sent to the state in the next couple of days.
  - j. Jim Schultz raised a question as to whether intercounty is narrowbanded.? Joe will check and get back to us.
  - k. Jim clarified the Middlebury situation. He reiterated that it requires board approval before a proposal is sent to Middlebury.
- 6. Committee Reports
  - a. By laws has not met
  - b. Executive Committee – has met but no actions taken
  - c. Finance – did not meet
  - d. Protocol
    - a. Eric reported the committee met twice and they are currently working a number of protocol issues.
      - a. Single Tone Dispatching – 61% of departments was to implement single tone dispatching permanently. Eric Epstein made a motion to implement single tone dispatching on a permanent basis. 2<sup>nd</sup> by Jim Schultz. Discussion: Jim asked if any services were adamant that we did not implement single tone dispatching. Eric replied that most of the comments were that they were concerned about change. A couple of services suggested coverage issues. Overall, there were no adamant messages from services. Motion carried.
      - b. EFD Pro QA – Dispatchers have begun to use it. No coding is currently being transmitted. The committee recommends to go live with the coding on March 1<sup>st</sup>. Eric explained some of the changes that we may see as a result. There will be an informational meeting on February 19<sup>th</sup> for all of the service chiefs.
      - c. EMD for MVA's will be discussed at the informational meeting as well. Currently if the report is no injuries, no fire or EMS are sent. In the future, 3<sup>rd</sup> party callers will generate a fire/EMS response. The committee wants to discuss with service chiefs.

- d. Discussion regarding residents names being used during dispatches. The committee continues to discuss.
      - e. Personnel – did not meet
- 7. Old Business – none
- 8. New Business
  - a. In the process of getting contracts from the state of CT on tower sites. Motion was made by Gary Brunoli that the board of directors hereby resolve that President James Farkas has been authorized to enter into licensing agreements with the Connecticut State Police and is further authorized to sign such agreements on behalf of Litchfield County Dispatch. The motion was seconded by Pat Mechare. No discussion. Motion Carried.
  - b. Audit was distributed at the meeting for FY 2011. Motion was made by Jim Schultz to receive and place the audit on file. Motion was seconded by Gary Brunoli. No discussion. Motion carried.
- 9. Motion to adjourn was made by Gary Brunoli to adjourn. Motion was seconded by John Barbagallo. No discussion. Motion carried.

Meeting adjourned at 6:43pm

Respectfully Submitted,

  
Scott Kellogg, Secretary