

LCD Board of Director's Meeting - June 28, 2012

Meeting was called to order at 7:04 p.m. by President Epstein

Motion made by Mark Lyon seconded by Scott Schreiber to add agenda item to approve minutes of special meeting. Motion passed.

Roll call showed a quorum was present.

Motion by Jim Farkas and seconded by Craig Whiting to approve minutes of May 31st meeting. Motion passed.

Motion by Mark Lyon and seconded by Jason Wilson to approve minutes of special meeting. Motion passed.

Public Comment: President Epstein acknowledged Chief Jason Wilson as Salisbury's newest director and thanked Darin Reid for his years of service to LCD.

Correspondence: None noted

Treasurer's Report: Scott Kellogg read accounts and amounts:

- Operating Account: \$1,093,636.58
- Projects Account: \$848,500.75

Budget was sent out previously to all directors; please let Cammie know if you need a copy. The Executive Board will look into moving monies into more local accounts. Motion was made by Craig Whiting and seconded by Ted Jansen to approve report. Motion passed.

Reports of Management:

Communications Manager Report: Received 8 letters of interest for lead dispatcher position. Continuing to develop PD SOP's to ensure consistency. Completed year-end payroll. Attended North Canaan HazMat planning meeting. Attended Litchfield County Fire Chief's Plan Meeting. Hearing was held on June 19 to discuss ETD's action with incident involving TPD. Storm on June 22 resulted in 226 911 Calls with over 80 dispatches between 3 p.m. and 6 p.m. On June 25 23 took 39 911 calls from 7 a.m. to 10 a.m. with 21 dispatches.

Operations Manager: New CAD computers to be installed within next 2 weeks. Attended recent State CMED meeting to discuss new CMED channels. Working on getting firm quotes for Salisbury receiver installed. Working on CAD issues brought to light during recent storms. Received Wallens Hill tower agreement from American Tower. Only ones left are Spooner Hill and Colebrook. Have an agreement with Hunt Computer for CAD interface. Attended State Interops meeting and viewed new Comm Trailers.

Training/QA Supervisor: Currently reviewing 25% of all medical calls or 50 calls each week. Reviewing 100% of fire and EMS dispatches for consistency. Provided CPR class for dispatchers. All dispatchers except for one have been trained to use the Everbridge Notification system. Finalized cross training with those that needed assistance. Three dispatchers recertified on the COLLECT System. Issued continuing education credits to dispatchers.

Business Manager: No report

COMMITTEE REPORTS:

By law: Did not meet

Executive Board: met twice – staff meetings with staff and management group to address concerns and issues and was well received. Dan Soule is the contact person in absence of Executive Director. Goals were given to Communication Manager and Training Supervisor. Discussion about State of CT communications truck ensued. Watertown FD may put in application to house vehicle. Jim Farkas gave details as to the capabilities of vehicle.

Finance: Did not meet

Personnel: Did not meet. 2 issues to report on: Communications Manager asked that we consider hiring a part-time employee. July 1st is the end of the one year agreement with the Union. One dispatcher was not able to meet training requirements and was separated from the company.

Protocol: Did not meet

Two new committees will be formed in the coming months – **New Radio Committee** and **Executive Director Replacement Committee**. Please let the President know if you are interested in joining.

OLD BUSINESS:

Separation agreement was signed by Executive Director last week. The bi-weekly version was signed. Joe did not want an exit interview which was offered.

NEW BUSINESS:

Management compensation:

Office Manager: 5% increase and 2 personnel days is suggested by Executive Committee. Motion by Scott Kellogg and seconded by Ted Jansen to approve increase. Motion passed.

Pat Mechare suggested that wording be created to match compensation policy of Union. Personnel Committee will review

Quality assurance Coordinator: 3% increase is suggested by Executive Committee. Motion by Pat Mechare and seconded by Steve Elovirta to approve increase. Rocky Tomlinson asked about

title of position and should coordinator become a manager? Discussion ensued with no action. Motion passed.

Operations Manager: 3% increase is suggested by Executive Committee. Motion by Pat Mechare and seconded by Steve Elovirta to approve increase. Motion passed.

Communications Manager: 5% increase is suggested by the Executive Committee. Motion by Chris Little and seconded by Ted Jansen to approve increase. Motion passed.

Monthly Meeting locations: Consensus showed a desire to stay in Torrington for BOD meetings.

Steve Elovirta reported for Barkhamsted East FD requesting that Thursday roll call is done in a timelier manner. Communications Manager will review policy and procedure.

Craig Whiting asked about weather warnings and the delay of receiving warnings at LCD. Communications Manager will draft letter to NOAA to ask about time delay.

Ted Jansen asked about LCD's role during the State Hurricane Drill in July. Discussion ensued.

Motion was made to adjourn at 8:33 p.m. by Pat Mechare and seconded by Gary Brunoli. Motion passed.