

## LCD Board of Director's Meeting - May 31, 2012

Meeting called to order by President Epstein Called at 7:00 p.m.

Roll Call reviewed and quorum was present.

A motion was made by Brian Hutchins and seconded by Darin Reid to approve the minutes of the April meeting.

No public comment

Correspondence was received from the Town of Morris assigning Director Dorsett and the Town of Washington assigning Rocky Tomlinson.

Treasurer's report: Speaking for Treasurer Kellogg, Jon Barbagallo discussed the current status. As the fiscal year comes to a close, there are no surprises with any line item. There is significant savings on the insurance line item this year and the uniform line item is slightly over.

Operating: \$964,121.03

Projects: \$847,192.48

A motion was made by Craig Whiting and seconded by Scott Schreiber to accept the Treasurer's Report.

Executive Director's Report:

1. May 2<sup>nd</sup> – at the request of Troop L Master Sgt. Rafferty, we had a meeting here at LCD. Troop L & Troop B Commanding officers were also in attendance as well as one of their dispatchers. They had issues about notifications not being communicated to them by us with regards to medical emergencies and fires where life safety was a concern or where a state road or highway ramp was closed. We discussed what types of calls they wanted to be notified on and we also discussed the possibility of providing space for LCD to go to if something was to happen to our communications center. MOU development is being discussed.
2. May 2<sup>nd</sup> – I, Kevin Webb & President Epstein attended Torrington's Public Safety Committee meeting at the request of Mayor Bingham. They wanted an update on how the consolidation was working out and they had questions regarding our dispatching policies on lockouts and Animal calls.
3. May 4<sup>th</sup> CAD upgrade project. Our CAD vendor DMS met with Torrington PD to perform a RMS (records management system) needs assessment.
4. May 7<sup>th</sup> – 11<sup>th</sup> E. Hirsch, A. Sevelowitz & G. Killion went thru EPD & EFD certification. All LCD dispatcher's are fully certified in all 3 protocols.

5. May 8<sup>th</sup> – LCD participated in Charlotte Hungerford Hospital “radiation drill” – all went as planned.
6. May 10<sup>th</sup> – I met with Hunt CAD systems regarding problems we are having with their CAD and EPD ProQA. We have begun negotiations to put all CAD onto LCD’s current CAD and interface with Torrington’s Hunt RMS package. May 25<sup>th</sup> Dan & Kevin met with Hunt and DMS moving forward towards one CAD.
7. HB 5378 – 911 fund surcharge was passed in both houses during this past session and is waiting Governor’s signing.
8. Lead Dispatcher position is in developmental stages...we have set informational meetings with interested dispatcher’s for June 5<sup>th</sup> & 7<sup>th</sup>.
9. Sent out requests for quotes to 4 Auditor’s only one King & King Associates sent back quote. One firm Blum Shapiro said we were too small for them....another Michael Zemaitis CPA of Watertown could not do it this year, but would like to bid next year; Charles Havens & Co. out of Waterbury did not respond back.
10. May 16<sup>th</sup>-CMED group met, discussed narrow banding issue and it was found that if LCD goes to narrow band while emergency services responders are in wide band....the only concern is low volume, which can be compensated by turning volume up slightly on end user units. Also working on updating CMED plan that was initiated some 20 yrs. ago.
11. May 24<sup>th</sup> – Jim Farkas, Kevin Webb, Dan Soule & DC Brunoli attended OSET informational session in Guilford to discuss our consolidation project.

**Committee Reports:**

By-Law: Did not meet

Executive Committee: Several post election organizational meetings

Finance Committee: Will go with King King Associates again for annual audit

Personnel Committee: Met once to address personnel issue

Protocol Committee: None

After committee reports, Pat Mechare reminded everyone of the need to properly notice each Town Hall of impending meeting and to take minutes at each committee meeting and to pass along the minutes to each Town Hall.

**No Old Business**

**New Business:**

CSP Contract resolution: The Executive Director spoke about the importance of approving a motion in order to move forward with State Police projects. Motion was made by Jim Shultz that the Board of Directors hereby resolve that President Eric Epstein 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 Darin Reid. There was no discussion. Motion passed.

Jim Shultz asked about licensing and who owns the cross band repeater at New Milford Hospital. Discussion ensued about figuring out owner and licensing.

OSET Grant resolution:

Request a motion to appropriate \$216,000 for the purchase of equipment, hardware, software and service to upgrade our current DMS Computer Aided Dispatch (CAD) system and network infrastructure from our Capital Improvement Account. This project will provide LCD with improved functionality, security and redundancy of our systems as well as capability to dispatch Police on a single CAD system. Whereas Litchfield County Dispatch Inc. (LCD) is applying for consideration to the Office of Statewide Emergency Telecommunications (OSET) a Capital Expense Grant request for F.Y. 2011-2012 which, if awarded, will be used to fund up to 50% (\$108,000) towards the purchase of equipment and services to upgrade our current DMS CAD system to provide improved functionality, security and redundancy of our systems in accordance with OSET Capital Expense Grant program guidelines. Let it be resolved that on this date May 31, 2012 that the LCD Board of Directors shall commit to match such funding received dollar for dollar for the purposes as outlined in our grant application with funds set aside in our Capital Improvement account for this project.

This Motion was made by Darin Reid and seconded by Scott Schreiber. Motion passed unanimously.

Steve Elovirta raised the issue of using the Command 3 channel to coordinate response amongst incoming units. President Epstein invited members to attend protocol meeting to help find resolution to problem.

Director's Contract: Motion by Pat Mechare to enter into executive session at 7:56 p.m. and seconded by Mark Lyon. Motion passed.

Motion made by Pat Mechare to exit executive session at 9:20 p.m. and seconded by Mark Lyon. Motion passed.

A motion was made by Treasurer Scott Kellogg to recommend to the board that the Executive Director's contract not be renewed. Motion seconded by Steve Elovirta. Motion passed with abstentions from Hartland and Salisbury.

To clarify the previous motion, a second motion was made by Scott Kellogg to not renew the contract of the Executive Director. Motion was seconded by Craig Whiting. Motion passed with abstentions from Hartland and Salisbury.

A motion was made by Scott Kellogg to offer a Severance/Separation Agreement and General Release to the Executive Director. Motion was seconded by Jim Shultz. Motion passed with abstention from Salisbury.

Craig Whiting suggested that exit interviews be done for any employee leaving including the Executive Director.

A motion to adjourn the meeting was made by Steve Elovirta and seconded by Gary Brunoli at 9:28 p.m. Motion passed.

Minutes by: Jonathan Barbagallo, Secretary