

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 – January 31, 2012

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

**Roll call** showed a quorum was present.

Motion by Falls Village and seconded by Warren to approve minutes of the November 2012 meeting. Motion passed.

**Public Comment: None**

**Correspondence:** Chief Lee Baldwin is the new representative for North Canaan.

**Treasurer's Report:**

- Operating Account: \$1,649,734.90
- Projects Account: \$ 850,778.16

**Reports of Management:**

Communications Manager Report: As emailed.

- Falls Village asked about a recent unemployment appeal and it was announced that LCD was found liable for payment and a former employee is receiving unemployment benefits. Obtaining unemployment Insurance will be discussed in the future.
- Dan also added information about state fiber optic system and how it may affect future operations at LCD and firehouses.
- Operations Manager: Kevin gave a review of the Telecommunicator Emergency Response Taskforce (TERT) and how it worked with the Newtown incident.

**COMMITTEE REPORTS:**

**By law:** Did not meet

**Executive Board:** Several meetings with staff which will be discussed later in meeting.

**Finance Committee:** Budget process is underway. Meeting will be held Feb. 20<sup>th</sup> at 3 p.m.

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**Personnel:** System administrator position has been reviewed by the Personnel committee and will be posted pending approval. Falls Village made motion to approval description and post immediately and seconded by Sue Dyer. Motion passed.

**Protocol:** Did not meet

### OLD BUSINESS:

**State Grant status:** Dan gave update on 4 grants. All are reinstated with the stipulation that they be used within the next 3 months. New requirements from State will require that grants are used within 120 days of being awarded.

### NEW BUSINESS:

Management Leave Policy: See attached.

- It was suggested that added wording include:
- A Designee in absence of Exec Director
- Sick leave should match personal time off with no less than ½ day increments.
- Sick calls of management staff "should be reported to" the Executive Director.
- Add wording about adoption of children. "after the birth or adoption"
- Changes will be made and presented again next month.

Having alternate directors to Board? The question has been presented to the By-law committee.

One more member is needed for By-law committee

Union negotiations will be beginning soon

Falls Village made motion to approve resolution of 403B program (see attached) which allows Executive Director Soule to be the designated signer effective immediately. Seconded by Sue Dyer. Motion passed.

Dan Soule thanked Board for his hiring.

Falls Village made motion seconded by Sharon to go to executive session at 7:51 to discuss employee compensation.

Out of Executive Session at 8:26 p.m.

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Sue Dyer made motion that personnel committee review compensation package of the Communications Manager and Book Keeper and report back to Board with recommendations. Falls Village Seconded. Motion passed.

Warren made motion to compensate Executive Director with annual salary of \$82,500. Seconded by Sue Dyer. Motion passed.

Sue Dyer made motion that the personnel committee researches how to compensate the Executive Director for vehicular expenses and report back to next BOD meeting with recommendations. Seconded by Mark Lyon. Motion passed.

**Motion was made to adjourn at 8:31 p.m. by Mark Lyon and seconded by Warren. Motion passed.**

Eric Epstein  
President

Daniel Soule  
Executive Director

Kevin Webb  
Communications Manager

Jeffrey Liskin  
QA/Training Coordinator

Cammie Dilger  
Office Manager

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### ADOPTING RESOLUTION

The undersigned authorized representative of Litchfield County Dispatch (the Employer) hereby certifies that the following resolutions were duly adopted by the Employer on January 31, 2013 and that such resolutions have not been modified or rescinded as of the date hereof.

RESOLVED, that Daniel Soule has been appointed to be an Authorized Signer for the Litchfield County Dispatch 403(b) Plan ING Plan # VFB166 effective immediately.

Date: 2/4/2013

Signed: Jonathan Barbagallo

Jonathan Barbagallo, Secretary  
[Printed Name and Title]

## *Management Report for January Director's Meeting*

- 11/30/2012 Dan attended unemployment hearing for Jeffrey Jasmine.
- 12/03/2013 LCD hired Ben Marcus. To date, Ben has completed all necessary certifications and will be finished with Police training by the end of February, but most likely sooner. He already has a very good understanding of the Fire/EMS side, often helping dispatch and call take in that discipline while training on Police dispatch.
- 12/14/2012 Kevin & Dan attended 911 Commission Meeting regarding PSAP funding.
- 12/19/2013 Dan attended C-MED Meeting:
- Working on the State Communications Plan
  - Narrowbanding of the mobile C-MED radios should be completed by all services, anyone with a question contact Dan. Services should review minimum C-MED radio requirements that take effect 2014.
  - LCD received licenses for all new C-MED channels.
- 01/02/2013 Kevin attended the unemployment appeals hearing for Jeffrey Jasmine.
- 01/03/2013 Kevin & Dan, along with Jim Schultz, interviewed 24 candidates for the 2013 dispatcher hiring list. The list is now complete. We hired Jim Schwartz to fill the 17<sup>th</sup> position, he started Jan. 30<sup>th</sup>.
- Dan & Kevin met with Litchfield County Fire Chiefs Emergency Plan representatives to address liability concerns pertaining to LCD. The Plan took the edits to make changes to their proposed document.
- 01/15/2013 In-service dispatcher training sessions were held on 01/15 & 01/17.
- Accreditation in EMD
  - Review of Alarm and Structure Fire protocols
  - Customer Service
  - SOP Review
  - Events in Newtown
- 01/15/2013 Dan attended InterOps Meeting:
- Still no decision on location of Region 5 Communications vehicle.
  - LCD has submitted an application to connect to 40 sites through the PSDN. A meeting with DSET (formerly OSET) will be held at LCD on 2/8 to discuss.
- 01/17/2013 Dan & Kevin met with State Police to sign MOU allowing the use of the Troop L facility in the event of an emergency involving LCD.
- 01/22/2013 Dan attended the Northwest Zone meeting in Sharon:
- Working with Dutchess County to develop direct dispatch to dispatch communications.

- Zone made a request for a demo of the Region 5 Communications vehicle for their 2/21 training session.

01/24/2013      Representatives from Waterford Police/Fire and New London Police/Fire came to LCD to discuss regionalization. They are discussing opening a civilian center to dispatch, Waterford, New London and East Lyme.

01/31/2013      Dan & Kevin attended an ISO meeting at LCD.

- ❖ Jeff continues to develop overall dispatcher training program for all new Telecommunicators.
- ❖ Jeff and Kevin working to update and create policies to move the center towards EMD accreditation.
- ❖ UPS's installed at Mohawk and being monitored at LCD.
- ❖ CAD Project Update:
  - Met with 4 vendors
  - Finalization of the architecture should be done next week.
- ❖ Mass Casualty – Dan and Anthony met with Jean Speck. They plan to meet with services to update their plans.
- ❖ LCD now has the ability to automatically email incident reports upon termination of an incident. If you are interested, please email Dan.