

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 – May 30, 2013

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

Nominating Committee: Proposed the following slate:

President: Eric Epstein

Vice President: Jim Schultz

Treasurer: Scott Kellogg

Secretary: Jon Barbagallo

Receiving no nominations from the floor, Mark Lyon made motion that nominations be closed and to receive slate as recommended, seconded by Scott Schreiber (Sharon). Motion passed. Eric asked that we remember and thank Jim Farkas for all his work over the years on the board as president and vice president. His dedication to LCD is tremendous and he was the leader during some very trying times.

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

It was suggested that Minutes of directors meeting be sent to CEO's of all municipalities and chiefs of services.

A motion was made by Ed Dorsett (Morris) and seconded by Jim Schultz (Warren) to approve the minutes as adjusted. Motion passed with one abstention.

**Public Comment:** Barkhamsted East FD asked that actual expenditures be sent out for the annual report when proposing a new budget.

**Correspondence: None**

**Treasurer's Report:**

- Operating Account: \$1,211,317.43
- Projects Account: \$ 937,733.26

Motion was made by Steve Elovirta (Barkhamsted) and seconded by Scott Schreiber (Sharon) to approve report. Motion passed.

**Reports of Management:** As Emailed. Dan Soule introduced Brian Mirizzi as the new systems administrator. A letter was received that the State wishes to change the formula of the state grant. This is the annual DSET funding. More information will be coming up next month.

**COMMITTEE REPORTS:**

**By law:** Did not meet.

**Executive Board:** Had staff meeting

Dispatch: 860-496-0711 Dispatch Fax: 860-496-0753 Administration: 860-626-7525 Admin. Fax: 860-626-7527

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**Finance:** Did not meet. A draft of the Credit Card policy will be forthcoming.

**Personnel:** No report.

**Protocol:** Will be meeting later this month to work on templates regarding 2<sup>nd</sup> and 3<sup>rd</sup> alarm protocols.

### **OLD BUSINESS:**

Appointment of an Auditor: RFP was drafted but time was issue. RFP will be sent out in January 2014.

Motion by Frank VanOrmer and seconded by Steve Elovirta (Barkhamsted) to use King,King Associates as this year's auditor.

Alternate to BOD – No report

Motion by Jim Schultz (Warren) and seconded by Steve Elovirta (Barkhamsted) to send letter to Brian Ohler regarding use of the radio system for his private company.

Matt Starr (Kent) raised concern that Command 3 is not usable in their town and requests that hardware be purchased to rectify the problem. Dan Soule gave an update on status of this issue. Timeline should be done within 3 months.

### **NEW BUSINESS:**

New Credit Card Policy was handed out. Rocky Tomlinson (Washington) made motion to adopt policy. Seconded by Brian Hutchins (Cornwall). Rocky Tomlinson withdrew motion and made motion to table it until next month. Seconded by Ed Dorsett (Morris) Motion passed. One abstention by (Jim Schultz) Warren

DSET Capital Expense Grant Resolution:

See attached wording: Motion by Sue Dyer and seconded by Scott Schreiber (Sharon) to approve resolution. Motion passed.

Motion was made by Sue Dyer to enter into executive session for the purpose of contract negotiations at 7:42. Seconded by Mark Lyon. Invited to stay was Dan Soule.

Out of Executive session at 750 per Ed Dorsett (Morris) and Sue Dyer

Motion to adjourn by Jim Schultz and Steve Elovirta (Barkhamsted) at 750 p.m.

**DSET Capital Expense Grant Resolution:**

Request a motion to appropriate \$530,356.00 for the purchase and installation of an Emergency Dispatch Console with to replace our existing Motorola Gold Elite console. Whereas Litchfield County Dispatch Inc. (LCD) is applying for consideration to the Department of Statewide Emergency Telecommunications (DSET) a Capital Expense Grant request for F.Y. 2012-2013 and 2013-2014 which, if awarded, will be used to fund up to 50% (\$265,178.00) towards the purchase and installation of an Emergency Dispatch Console in accordance with DSET Capital Expense Grant program guidelines. Let it be resolved that on this date May 30, 2013 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.