

**CUMBERLAND COUNTY REGIONAL COMMUNICATIONS BOARD
MEETING MINUTES FOR 01-08-2007**

ATTENDANCE

Chief Ronald Shepard	Chief Robert Lefebvre
Deborah Plummer	Harry Marsters
George Flaherty	Matthew Magill
Director William Holmes	Captain William Rhoads
Deputy Paul Thorpe	John Joy
Deputy County Manager Bill Whitten	Rescue Chief Helen Tupper
Chief Alan Dolloff	Chief Gary Sacco
Chief Dick Clarke	

- ✓ Board meeting was called to order by chair at 1730 Hours
- ✓ Thanks was given to the Dolloff family for providing dinner for the meeting
- ✓ The New County Commissioner Shaunessy was introduced to the board.
- ✓ The Chair informed the board that this would be the last meeting that Captain William Rhoads will be in attendance as he has accepted a new job in Washington.
- ✓ The Chair congratulates Gary Sacco for his full-time appointment as New Gloucester Fire Chief.
- ✓ Chair thanks everyone involved in the new facilities opening. Communications Staff, It Staff, and the facilities staff.

- ✓ **EMPLOYEE AWARDS**
- ✓ Matthew Magill was recognized as the CCRCC employee of quarter.
- ✓ John Moran was recognized as the CCRCC employee of the year
- ✓ Both were given awards for their participation in the center and its efforts.
- ✓ Last meeting minutes 10-02-2006 were proposed to the board
- ✓ Deb Plummer made motion that the minutes be approved
- ✓ Seconded by Chief Shepard.
- ✓ Vote (U)
- ✓ The Consultant that was hired to complete the radio RFP gave an update to the board with the status of the study and its future plan.
- ✓ Board discusses the new project and was given the opportunity to ask questions.

- ✓ In addition the board was informed on the States plan.
- ✓ Director William Holmes advised that the States plan only includes State departments and does not include County or Municipal departments. He stresses that this is why it is imperative that the County perform its own study and continue with the current project.
- ✓ In addition William Holmes advises the board that the County has set aside \$425,000 dollars in this year's budget to assist with the project.
- ✓ Harry Marsters advised the board that the State is not looking for connectivity but only to share space (towers)
- ✓ Chair advises the board of the most recent appointed board member Deputy Chief Galen Morrison from the Gray Fire Department. In addition the Chair advises the board about a vote that will be occurring in June reference the merger with Gray.
- ✓ Chair also advises the board of the Gray contract and its particulars. The Board asked several questions.
- ✓ Chief Shepard asked about any feedback from Gray and if a staff
- ✓ staff member was added.
- ✓ Motion was made by Chief Sacco to accept the Gray Contract
- ✓ Motion was seconded by Deborah Plummer
- ✓ Vote (U)
- ✓ Director Holmes advises board of the Budget process that occurred for the 2007 budget year.
- ✓ Chair then opens the floor to Director Holmes to talk and vote about new policies and procedures that he would like to initiate with the Boards approval.
- ✓ EMD – Motion was made by Chief Shepard to approve EMD policy
- ✓ Seconded by Deborah Plummer
- ✓ Vote (U)
- ✓ Weather Policy Introduced and discussed. Deb Plummer makes motion to accept the policy with one change so the wording states 4 inches or more
- ✓ Seconded by Gary Sacco
- ✓ Vote (U)
- ✓ Duty assignment policy was introduced and the floor was opened for discussion.
- ✓ Motion was made by Alan Dolloff to accept the policy
- ✓ Motion seconded by Chief Shepard
- ✓ Vote (u)
- ✓ Teletype policy was introduced and discussed.
- ✓ Deb Plummer made motion to accept the Policy and Procedure
- ✓ Motion was seconded by Chief Ronald Shepard.
- ✓ Vote (u)
- ✓ Chair also suggests to the board that if we separate the Fire and Rescue from the Police during the process of policy and procedure creation. The process would be quicker and maybe more beneficial for all parties concerned.
- ✓ Board agrees with the chair and discussion by board. In addition the board advises the Director of Communications to start scheduling the committee meetings as soon as possible.
- ✓ The Chair then yielded the floor to Director Holmes to discuss future contracts
 - Chebeague Island
 - Freeport

- Yarmouth/ Cumberland

- ✓ Discussion by board on price increase that took effect on 12-31-2006
- ✓ Board also discussed Chebeague Island at their price increase that should or should not be added to the contract.
- ✓ Board decided that it would be best to add the increase to the contract when it is signed to keep it consistent.
- ✓ The Chair suggests that in the future a time frame needs to be added to any quote or contract.
- ✓ Motion was made by Gary Sacco that the price be increased from 5.01 to 5.16
- ✓ Motion was seconded by Deborah Plummer to include first and second year of the contract.
- ✓ Vote (U)
- ✓ Chair addresses the board with his concern with the process that has taken place in regard to price increases and contracts. He stated that he felt decisions are being made without the boards input. He states that he feels the administration at the County has been making decisions that the board should have been involved.
- ✓ Both the Director and Deputy County Manager accepted responsibility for the lack of Communications that occurred.
- ✓ Chair then advised that he would like to see that any further contracts have a time period on them with a clause about pricing.
- ✓ Chair also asks the County about the 10 % capital improvement money and its location.
- ✓ Discussion was held by the board that the County needs to show actual cost because it would be easier for the board to make decisions if they know exactly what is in the budget or line item.
- ✓ 5 minute break
- ✓ Meeting was called back to order at 1903 Hours.
- ✓ Deb Plummer made motion that before any proposed contract is sent that it be approved by the board first.
- ✓ Motion was seconded by Helen Tupper
- ✓ Vote (U)
- ✓ The Chair made suggestion that any increase will be voted upon and that a meeting needs to be scheduled to talk about the increases in contracts. He also stated that he would like to see all contracts and their expiration dates. In addition he would like to see that actual funding figures are provided.
- ✓ Motion was made by Deborah Plummer that a meeting be scheduled to include the County's Finance Department.
- ✓ Seconded by Gary Sacco
- ✓ The Date Decided was January 22, 2007 at 1700 hours to include the finance department
- ✓ Vote (U)
- ✓ Board was advised of the Current Contract that will be approved by the County shortly. Director Holmes advises the board of the significant changes including the OIC stipend.
- ✓ Director Holmes introduces a concept that we allow USM to use the Citiwatch system for emergencies only. He advises the board of recent calls that they USM PD have had the need for the system. Discussion by board on the issue.

- ✓ Motion was made by Gary Sacco that we do allow the USM Pd access to the Citi watch system for emergency purposes only
- ✓ Seconded by Alan Dollof Vote (U)
- ✓ Board was given presentation by Matthew Magill, John Moran on the fire and rescue Run card system that has been completed in the Summit System.
- ✓ Board moves two tone issue to the next meetings agenda.
- ✓ Deb Plummer Makes motion that the board adjourn
- ✓ Motion was seconded by Ronald Shepard
- ✓ Vote (U) 1950 hours meeting adjourned