

**CUMBERLAND COUNTY REGIONAL  
COMMUNICATIONS  
BOARD MEETING MINUTES 03-05-07**

**ATTENDANCE**

Alan Dolloff	Vic Lebreque
Robert Lefebvre	Harry Marsters
Cricket Tupper	Ronald Sheppard
Galen Morrison	Dave Libby
William Holmes	George Flaherty
Deborah Plummer	Dick Clark
Gary Sacco	Donald Durrah

- Meeting was called to order by Chair at 1720 hours
  - Motion was made to accept the minutes from last meeting as written by Alan Dolloff
  - Motion was seconded by Deborah Plummer
  - Voted Affirmative (U)
- Chair introduces the new members of the board Galen Morrison from the Town of Gray and Dave Libby who was appointed by Commissioner Clenot.

**FUTURE CONTRACTS AND PRICE INCREASES**

- Chair introduces the topic by advising that there is a need to increase the price of future contract. Currently the price is 5.01 and 14.84 per capita and that these prices have been set since 2004 without an increase.
- Chair then turns the meeting over to the County Finance Director Vic Lebreque.
  - Presentation on 2006 Budget with explanation of all budget lines including the enterprise accounts.
  - In addition he explains the overtime issue that occurred during last years budget.
  - The enterprise fund that was set up for the Gorham Merger was explained. He advised the board that currently we are showing \$11,477.00 in the black but that figure does not meet the 10 % capital improvement plan.
  - Vic explained the increases are due to in part to employee contracts. In addition he shows board the combined budget showing a figure of \$1.2 million. Vic said that overall we are doing ok however, if we are to capture increasing costs of doing business such as labor contracts, price of materials and employee benefits we need to adjust the costs of contracts.
  - The floor was then opened for discussion.
- Chair was concerned because the budget still does not reflect fixed costs such electricity, heat, etc. Making the figures not real accurate and that it still does not show true cost.

- Vic then explains how the County does its budgets and that the cost of those types of things are normally in the Facilities Budget for the County. He explains that is the way the County has allocated. In addition Director Holmes advised that when the Communications Center was down stairs, EMA paid those expenses but next year those items should be reflected in the Communications Budget.
- Vic suggests to the board that he recommends that the board seriously look at raising the contract prices. Vic explains that demographics has also caused a shortage and explains some of the additional capital costs.
- Chair request that Vic assist in getting updated figures and making sure that the data is at the board's disposal. Chair makes recommendation that we combine the budgets and that we show the employees in enterprise accounts as County employee's rather than still Gorham Employees.
- Director Holmes also makes board aware that the County budget did increase as well because of minor expense costs such as paper, pens, etc.
- Vic recommends to the board that they begin any new contract at the new 2007 rate of 5.16 and 15.29 and that they show the increases in the contracts every year of the contract.
- Chair explains to board that he believes it is time that the board make a decision reference price increases before any new contracts are made or before we renew any other contract when they expire.
- Board then has discussion about how far they wanted the figures to be dispersed.
- Director Holmes suggest to board that we go at least as far as 2009 when renewing contracts and that those price increases will be included in the new contracts. In addition he reminds the board that there is already a policy governing price increases requiring a one year notice to communities.
- In addition to price increases the board would also like to see that populations are reevaluated every two years using one location for the statistics. George Flaherty recommends that we use the State Planning Office. Deb Plummer suggests that we look at only in one place for the information and would like the Communications Center to do some research on which place we would like to get the information from.
- Motion was made by Deborah Plummer that we use the numbers from plan #2 on the hand out from Vic and extend the contracts until 2009, that we adjust the population on the contracts every two years from one source and allow the communications director to implement a 3% yearly extension in each contract until and unless the board votes otherwise.

- Motion was seconded by Ron Sheppard. Voted affirmative. (U)
- Break at 1830 hours
- Chair calls meeting back to order at 1840 Hours
- Chair advises the board that the meetings will be recorded effective the next meeting.

### **“5 Community Meeting “**

- Chair advises the board of the meeting that Director Holmes, Ron Sheppard, Robert Lefebvre, Bill Whitten, Donald Durrah attended in Yarmouth.
- The meeting including five towns North Yarmouth, Cumberland, Falmouth, Freeport, Yarmouth. Chair advised the board of some of the concerns that brought out during the meeting; Chair also advised that a lot of those concerns have been addressed by the finance director at the board meeting. In addition the Chair tells the board about Freeport’s visit to the CCRCC and that they spent several hours at the Town of Gorham asking questions of them reference the merger.
- Dave Libby suggests that it might be beneficial that the CCRCC administration send invitations to other towns as well to include all their administrative staff.
- Chair advised the board that Freeport was very positive about the center and their meeting.
- Director Holmes reminds board that we have not been in the business to “sell” our center but would like to see us be a viable option for communities that are interested in consolidation.

### **Alarm Monitoring**

- Chair opens topic about alarm monitoring and reminds board about an earlier decision that was made by the board not to monitor alarms unless they were municipal buildings. Chair advises board about Freeport request and the ordinance requiring Master Boxes at all businesses that are currently monitored by the Freeport Dispatch Center. He advises that currently there are approximately 100 alarms that are monitored.
- Discussion by the board. Alan Dolloff asks how much of a task it is for the Communications Center to monitor alarms. Director Holmes advises that he does not believe that it would be much of a task, in part because once we received the alarm, we would be doing all the ‘work’ on the alarm anyway and monitoring would prevent delays in the calls, inaccurate directions and other problems sometimes associated with getting the alarm second hand. In addition the Director tells board about the issues that the CCRCC and The Town of Gray had during the merger reference the Alarms that they monitored.
- Director Holmes also reminds the board that originally they were concerned about the liability of monitoring the alarms. In addition he explains to the board that this issue is a deal breaker with the Town of Freeport. He advises that the town has

concerns about the time delay from private monitoring companies. The Chair advises that as Chief of the Gorham Fire Department he agrees with the concerns and has had several issues within his jurisdiction as well. Director Holmes also reminds that board that if this is changed it may open the door for future towns to make the same request.

- Gary Sacco has several questions and concerns about the alarms. First the technology end of the spectrum. ( How they are getting to the CCRCC) He also questions the frequency of the alarms.
- Chair explains to board that he not sure how many alarms the Town of Freeport receives annually and also tells board that any costs associated with the alarm getting to the CCRCC will not be the Counties responsibility but the towns.
- Director Holmes asked Deborah Plummer from Naples to explain the situation that occurred involving the Camp Takajo fire several years ago. She tells about simplex Grinnell settling a law suit for \$2.4 million plus interest due to a phone line issue.
- Discussion was had by the board about alarm companies and the problems associated with them. In addition they talked about NFPA requirements that may need to be met to monitor alarms.
- Discussion was had by the board in reference to charging for the monitoring of the alarms and if they are currently collected. Board suggested that those fees be given to the County for monitoring rather than a town.
- The Board, in general, was supportive of changing the CCRCC policy allowing the CCRCC staff to monitor alarms, however with stipulations.
- Motion was made by Ronald Sheppard to open the dialog about monitoring alarms, to include fire alarms only, for businesses only, with any monitoring fees to be provided to the County. In addition, any agreement to monitor alarms must include a legal review of policies governing the alarms, and that all avenues of liability are looked into. The motion also included a determination of what technology would be needed to monitor the alarms. Motion was seconded by Deborah Plummer
- Voted Affirmative (U)

## **CCRCC WEB SITE**

- Chair hands the floor over the Director Holmes for a Web site Demo

During the website demo, several board members recommended additional links for the site to include:

- Maine Sex offender registration
- Community Burn Permits
- Furture Baord meeting Notifications

## **Back-up Facility**

- Chair introduces the topic and explains the need for a back-up facility. He advises board that currently the procedure is that Gorham goes to Westbrook; County Sheriff and Fire / Rescue agencies go to Windham PD and the 9-1-1 calls go to SP Gray.
- Chair explains that Director Holmes is suggesting that we consider using Westbrook for our back-up and that the Communications Center evacuate to one place rather than the two or three.
- Dave Libby suggests that the easy answer would be to have a Command Van designed and located here at the CCRCC to meet this need.
- Chair also introduces the correctional center property and that he believes they would be open to having that discussion.
- Director Holmes talks about having a Portable Unit that Gorham may not be using and placed on the property somewhere to serve as the back-up for the CCRCC to be self reliant. He also explains that the CCRCC is not the only facility that is struggling with this issue.
- Deborah Plummer would like to see a list of exactly what is needed in a back-up facility. She suggests that we may want to have people bid for the service.
- Director Holmes recommends that it does not go out to bid due to travel time of the CCRCC staff members.
- Director Holmes agrees that a list of what exactly is needed would be beneficial to the board so they can make an informed decision.

## **PSAP's charging for Answering 9-1-1 Lines**

- Chair advises the board of some new charges that the Maine State Police and other communities have begun to charge to serve as a communities PSAP. He also advises that this seems to be a trend that is being picked up around the state. He advises board that Westbrook is looking at charging towns that they PSAP for and that Scarborough already is as well.
- He just wants the board to begin to think about this as a possible avenue for revenue in the future.

## **Chebeague Island Contract**

- Chebeague Island contract including the price increase decided at last meeting has been delivered and they are interested in signing a two year contract
- Dave Libby made a motion that we allow Director Holmes to accept a 2 year contract beginning on July 1<sup>st</sup> 2007 to for 5.16 per capita the first year and 5.32 per capita the second year.
- Motion was seconded by Ron Sheppard.
- Voted Affirmative (U)

### **Agenda Item: Tone out Policy Discussion 1 or 2 Tones**

- Chair introduces the topic to board and explains issues that the “two tones” policy have been causing within the Gorham Fire Department.
- Cricket Tupper explained that she is completely opposed to changing to a “one tone” policy, adding that in the Town of Harpswell the two tone policy is crucial to their response. She does understand the Gorham Fire Position but states that her department has different needs and that is a major concern. Cricket added that her town has made several changes in the recent past to accommodate the needs of the CCRCC and our other communities and feels that the board should keep the same “two tone” policy but allow other communities to be listed separately as a “one tone’ communities if they so desire.
- Director Holmes explains to the members of the board that it is the goal of the CCRCC to standardize the delivery of services. He said that despite that goal, we understand that sometimes this is not possible because of the different needs of each agency. Director Holmes said that we will certainly respect the desire of Harpswell and other communities to be toned as they desire.
- Subsequently, Ron Sheppard made a motion to amend the “two tone” policy to allow communities to opt for one tone only if they desire.
- Motion was seconded by Gary Sacco:
  - New Gloucester 2 tone
  - Long Island 2 Tones
  - Harpswell 2 Tones
  - Baldwin 2 Tones
  - Gorham 1 Tone
  - Gray 1 Tone
- Discussion was had by the board – George Flaherty suggested, based on the concerns raised by Cricket Tupper, that Gorham and Gray be listed as the exceptions to the rule rather than the rule.
- Board agrees with the suggestion and adds it as an amendment to the original motion
- Voted Affirmative (U)

### **Policy and Procedure**

- Chair advises the board of the status of the Policy and Procedure. In addition he explains how the process has worked and that it appears to be working very well
- George Flaherty made motion to adjourn
- Motion was seconded by Dave Libby
- Voted Affirmative (U)

**NEXT MEETING WILL BE APRIL 2, 2007 AT 1700 HOURS.**