

**CUMBERLAND COUNTY REGIONAL COMMUNICATION BOARD MEETING
MINUTES
10/06/2008**

ATTENDANCE

William Holmes
Donald Durrah
Allen Dolloff
Gary Saco
Robert Lefebvre
Rick Plummer
Rod Beaulieu
Charlie Hammond

John Joy
Paul Thorpe
Holly Hancock
Angelo Mazzone
Ronald Shepherd
Dave Libby

- Meeting was called to order at 1710 Hours Chair
 - Chair advises board the Helen Tupper from the Town Harpswell has resigned and Dave Mercier has been appointed for her replacement.
 - Chair introduces Holly Hancock to the CCRCC Board of Directors – He advises that Holly is representing Casco until they make an appointment to the board.
1. Agenda : Approval of Minutes of August 4th, 2008 meeting
R. Plummer makes motion that minutes be approved as written
Motion was seconded by Gary Sacco
Vote (U)
 2. Agenda : Town of Casco
 - Director Holmes advises the board that Casco has decided to contract with the CCRCC for dispatch services. He explains that Casco will be coming aboard on 01-01-2009 and we need a vote to approve the standard contract.
 - Several questions were asked by the board.
 - How many staff members will the contract allow – Director advises 0.5 staff members
 - Dave Libby made motion to accept Casco as a contract
 - Motion was seconded by Alan Dolloff
 - Vote (U)
 3. Agenda : Fairpoint Update

- Fiber Optic update was given to the board
- Board has several questions regarding the lines being installed. They asked if there were two drops into the facility. Second, they inquired if the lines were underground or above ground.
- Director Holmes explains to the board that these questions were asked of Fairpoint they stated that, for financial reasons, they could not put the lines underground. In addition Director Holmes advises board that Fairpoint told him that what they are installing at the CCRCC is what has been installed everywhere they service.
- Board would like an inquiry from organizations such as NENA, APCO to inquire from other Communications Center across the nation what they have installed at their facility.
- The reason for the Fiber Optics was to by-pass the need for power.
- Director Holmes also informs board that the new 9-1-1 equipment to out fit an additional 4 stations has been delivered.
- Ang Mazzone makes motion that the CCRCC draft a letter to formally request that Fairpoint have two drops at the CCRCC. In addition that a letter be written to ask what others are doing.
- Motion was seconded R Plummer
- Vote (U)

4. Agenda : Employee of the Quarter

- Director Holmes advises the board that Melinda Dyer has been selected for the employee of the quarter. He advises board that Melinda is a great asset to the CCRCC and she was selected because of her job performance.

5. Agenda: Part Time

- Director Holmes introduces the newest members of the CCRCC. In addition he explains to the board that the CCRCC has some projected openings within the next few months.
- Board asks the Director if the turn over at the CCRCC is a sign of an issue. Director Holmes explains to the board that the expected resignations are mostly due to personal life changes with the staff.

6. Agenda: 2009 Budget and Kimball Staffing Report

- Director Holmes explains to the board about this year's budget process. He explains that the County is planning to lay off 10 employees from their overall budget and does not feel it will affect the CCRCC. Although, he believes that he may have a hard time asking for the two new call takers position which is needed. Director Holmes hands out the Kimball's Staff report which shows that the CCRCC needs four new position (call takers)

- Chair advises the board about a meeting that he had with the County Manager involving the budget. He explains that the County is looking for new avenues for revenue and that the County Manager may be looking at changing the contract prices. Chair advised that he wanted the board to start thinking about the situation and wanted them to be aware of the County Administrations thoughts. Chair also would like the board to begin thinking about maybe charging for PSAP services as the State Police are currently.
- Discussion was had by the board reference the budget and the concern of changing contract prices.
- The Board directed Director Holmes to draft a letter to the BAC to show the boards support for Director Holmes recommendation of 2 new staff members.
- Motion was made by Charlie Hammond that a letter be drafted in support of the positions and Director Holmes.
- Motion was seconded Ronald Shepherd
- Discussion was had by the board. They would like to add that they are recommending two positions rather than 4 because of the tight budget process.
- Charlie Hammond changed his motion to include the two positions.
- Vote (U)

Short Break

- Chair calls meeting back to order at 1810 Hours.
- Chair advises board about the Fire Chief's meeting that they found out that the State is looking to reduce the number of PSAPS to 6. Chair believes that it should be added to the next meeting agenda to be discussed.

7. Agenda: Paging System Update

- Chair turns over the floor to John Joy from the Cumberland County IT Department. John Joy hands out to the board his findings on a new paging system that he and his staff have been investigating.
- He explains that his staff has come up with an option that eliminates the need for dispatcher intervention which works with the Spillman CAD system.
- Questions were asked from the board about the users of IMC and if the system could be used for them
- John Joy advised that he needed to do more research and that he would set up a date sometime in November for a Demo if the board would like to do it.
- Board thought it would be a good idea to have demo of the system and November would be could time for that.

8. Agenda: General Assistance 2-1-1 Program

- Director Holmes advises the board about several request that he has had from Communities in Cumberland County asking if they could use the CCRCC has an emergency after hours contact for fuel assistance.
- Discussion by board was had on the issue. Board feels that 2-1-1 is better equipped to deal with these types of requests and that it would be up to them to provide the service.
- EMA Director Jim Budway explains that 2-1-1 was created for this purpose and that they already have the contact information. He advised that he will do the follow-up with them for the board and get back to them with the information needed for an informed decision.
- Charlie Hammond made motion that we table this discussion for the next meeting until Jim Budway can return to the board with more information.
- Motion was seconded by Ronald Shepherd
- Vote (U)

9. Agenda: Cumberland County Fire/Rescue SOP

- Director Holmes explains to the board about the need for a policy governing the use of the new radio system. He explains the need to make sure that permission is given before the use of the County Fire / Rescue and County Law Enforcement simulcast radio frequencies.
- Board indicated support for the concept and asked the Director to draft a policy and then return to the board for a vote.

10. Agenda: Radio Project Update

- Director Holmes updates board on the radio project. He explains that the County Commissioners voted on Monday to approve Commtronics as the successful bidder. In addition the board was advised that the grant request totaling \$340,000.00 has been approved to include the cost of 10 agencies to connect to the microwave system
- Director Holmes introduces Scott Rivard from RCM for his presentation for the members of the board. The members of the board were requested to make contact with RCM so that they can begin the engineering of the system.

11. Agenda

- Ang from the Town of Cumberland Expresses his thanks to the CCRCC and its members for their involvement in the recent events where a dispatcher has been sent to the scene. He states that it is a great program and was very helpful.
- Bob Lefebvre also expresses his thanks to the CCRCC staff for their involvement in the last Hazmat events. He expresses his appreciation and said that it is a very helpful to have a dispatcher respond to the scene. He advises other members of the board when they can to take advantage of the program.

- Director Holmes thanks the board for their continued support.
- Motion was made to adjourn by Gary Sacco and seconded by Ang Mazonne
- Vote (U)
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