

**CUMBERLAND COUNTY REGIONAL COMMUNICATIONS
BOARD MEETING MINUTES
08-04-2008**

ATTENDANCE

**Chief Gary Sacco
William Holmes
Donald Durrah Jr
James Budway
Matthew Magill
Ang Mazzone
Chief Charlie Hammond
Rod Beaulieu
Chief Ronald Sheppard**

**Ralph Monroe
Dave Libby
Chief Robert Lefebvre
Chief Rick Plummer
Battalion Chief Nate Schools
Paul Thorpe
Dave Mercier
Deputy County Manager Bill Whitten**

- Meeting was called to order by the Chair at 1708 Hours
- Ang Mazzone made motion to accept the minutes from last month as written
- Motion was seconded by Rick Plummer
- **Vote (U)**

2. Agenda Item = Standard Service Discussion.

- Director Holmes advises the board about the reason for the discussion. He states that he would like to the board to discuss standardizing the CCRCC delivery of services. He advises board that this is just a discussion to see if maybe we can come up with a plan to help the CCRCC staff.

A. Two Tones verses One Tone

- Cundys Harbor Fire explains to the members of the board the reason why they need both tones. He explains that on many occasions the first tone does not set off the pagers and the second tone does. He explains that it is a safety net for their members to make sure that they get the call for service.
- Baldwin Chief explains that the repeat of the call is very crucial to his member's response. He states on many occasions his members need to have the call repeated.

- Gorham Fire advises that they attempted to the two tones and it did not work for them. He explains that it took to long and that people were getting the calls twice in the middle of the night. In addition he requests that it remain as is with one tone.
- Cumberland Fire advises that they prefer the single tone because they utilize second signal. They advise that many of their members use the second signal as the primary means of notification so not to disturb there place of business.
- Board recommends that we stay with the process that already is in place so that the CCRCC can meet the needs of every department we dispatch for.

B. Noon Time Tone Test

- Discussion by the board in reference to a noon time tone test. Matt Magill from the CCRCC requests that everyone have a noon time tone test to make it easier on the members of the CCRCC.
- During the discussion it was decided by the board that they would like to change the policy so the noon time tone test is eliminated and that the 0900 fire and class day will be the time of the tone test. All announcements will need to be sent in prior to 0900 or they will not be read until the nightly tone test. This will assure that the announcements are read and that it would be the same for every agency the CCRCC services.

C. Recall Discussion

- Supervisor Matt Magill brings to the board's attention reference recalls. He explains that the agencies asking for recalls all have a different way of doing them. He explains that some want it when command is terminated and others do it when the units are all back in quarters.
- Board discusses the issue at length. The Fire Chiefs explained that it depends upon the call and what is going on. They believe that it is up to command to advise when they want a recall.
- In addition the board members agree that the only thing that needs to be announced when a recall is done is the time.

D. Apparatus Designation

- Matt Magill explains to the board that on many occasions it has been difficult to know who is calling if the members of the departments don't use the Town in front of the apparatus. He explains that it would make it easier for the members of the CCRCC to know who is calling when this is done.
- Discussion was had by the board using Cumberland Fire numbering system as an example.
- Board states that they will keep the current practice of using Town designation before the unit number and remind their members to use the town before their radio numbers.

5 MINUTE BREAKS.

- Meeting called back to order at 1820

3. AGENDA ITEM: KIMBALL RADIO PROJECT

- Bill Holmes introduces the radio project to the board and gives the board the update.
- Bill Holmes advises the board that the technical committee has met with all three bidders and allowed them to present their plan.
- Bill Holmes advises that after the presentations they are recommending that the board agree to use COMTRONICS and begin “negotiations” with them for this project.
- In addition Director Holmes explains that the Dave Libby will be assisting him with agreements for Tower Rental Agreements.
- Discussion was had by the board reference a maintenance agreement that will be an addition 150,000 dollars. In addition they talked about the Sheriff’s Office radios and if the original RFP included the purchasing of radios.
- Motion was made by Dave Libby to support the recommendation to begin the process with COMTRONICS.
- Motion was seconded by Alan Dolloff
- Vote (U)

4. MUTUAL AID MONITORING IN DISPATCH

- Board was advised that a new radio has been installed in the dispatch for monitoring mutual aid towns. They were advised that this does not take place of a phone call from the other agencies but is an added tool for dispatchers to use.
- Nate Schools explains the concern that he had because on several occasions they call for the RIT team has been delayed. He was advised that the reason for the delay could be the Town requesting the aid is not calling in a timely manner. Communications officer will dispatch our agencies for mutual aid when we hear mutual aid calls.

5. FAIRPOINT – GENERATOR ISSUE

- Board was advised of a recent failure of the phones, 9-1-1, and computer T-1 line on Friday July 18th, 2008 during the storm
- Director Holmes advises the board that the failure was caused because the power was out more than 7 Hours. He explains that they met with Fairpoint reference the issue. He explains to the board that he was satisfied with Fairpoint’s

explanation and response. He also tells board that they are taking steps to assure that this type of issue can be minimized. They are planning to add more battery's to the site and to install fiber optics at the CCRCC.

- The Board asks if Fairpoint has been working on the two ways of access that was discussed previously. Director Holmes advises that he will do some follow-up with Fairpoint and get back to the members with an answer.
- The board was also advised that Fairpoint will be meeting again with the County on Friday and a lot more information will be available.

6. PAGE GATE/ SECOND SIGNAL

- Update was given to the board reference investigating different programs for use for having a second way of notification.
- Board was given several options to look at.
- Gorham Chief explains his concern about not getting pages when he should. He states that it appears to depend on who is sitting the desk if he gets a page or not.
- Gray Fire Chief advises that he has had the same issue. He explains that he has given the IT Department several recommendations.
- Discussion was had by the board on the benefit of finding a system that is automatic with no dispatcher involvement. In addition the board was advised that page gate was not designed for emergency notification but for routine business. The board may want to look for a system that was designed for that purpose.
- Second Signal was looked at and several concerns were brought up reference the quote. Chief Sacco questions the way the system is set up and feels that there would be a need to have each agency have their own scanner and computer in order to make the system function as it should.
- Board agrees that this issue needs to be tabled for another meeting to allow the CCRCC sometime to get quotes and research other options.

7. Budget CCRCC 2009

- Board was given a copy of the purposed budget for 2009
 - Director Holmes explains some of the additions, increases, etc.
 - Chair would like to see a line item added to include a few dollars for a new paging system like Second Signal.
 - Board also had questions about the enterprise accounts which were not showing on the budget.
 - Board questioned why the overtime for those people are included in the over all budget but it does not show the employee's on the budget
 - Board would like to see it added to the budget to reflect the true figures and than show the revenue accounts.
 - Motion was made by Rick Plummer to accept the budget with an addition of the line item for a Second Signal type program.
 - Seconded Chief Sheppard Vote (U)
- Dave Libby made motion to adjourn – motion was seconded – Vote (U)

