

## CCRCC Board of Directors

### Meeting Minutes 04-14-08

#### Attendance:

Alan Dolloff  
Bob Lefebvre  
Jim Budway  
Don Goulet  
John Joy  
Angie Mazzone  
Galen Morrison  
Bill Holmes

- 1) Minutes of March 17, 2008 meeting. Voted Unanimously to accept as written.
- 2) Finance presentation. The County Finance Director, Vic Lebreque, provided an overview of the 2007 budget and the 2008 budget / enterprise fund. Vic said that the CCRCC came in at 99.1 % of the budget for last year. He said that this year the general revenue and enterprise budget total \$1,334,376.00.

Vic and Bill both discussed the fact that when we talked with some communities, the County said that 10% of contract funds received would go to a CCRCC CIP account. Both Bill and Vic said that if 10% did actually go to the account, there would be \$72,255.00 in the account at this time. They explained that, for many reasons, the account has a balance of \$11,000.00.

Both Vic and Bill said that it appears that we will not be able to expect that 10% of contracts will go to a CIP account. Bill explained that all funds received have gone directly to staffing. It was explained that when we initially contracted with Gorham that we calculated an employee to costs \$41,000 and that we actually have to pay closer to \$46,000 now. During the first three years of the contract, the price did not increase and there were no funds available to go to CIP. In addition, as we contracted with other communities such as Gray, the contract provided for .08 employees to be hired. The County hired 1 full time employee. Therefore, because we hired more for staff than the contracts provided or breaking even in the case of Gorham, it is unrealistic to expect that 10% of the contracts would be available for CIP.

The County of Cumberland has subsequently funded the CIP at \$72,255.00 for future growth projects at the CCRCC.

It was recommended that the Board members vote to accomplish two goals:

- a) To spend \$72,255.00 in CCRCC CIP for the purchase / build out of four projects including new bathrooms, new telephone system, an IMC server and Zetron Radio Console updates.
- b) To eliminate the expectation that 10% of contract costs would go to a CIP account. Both Bill and Vic advised the Board that it is their expectation, as trends have proven, that nearly 100% of contract funds would go direct to staffing. However, it was also recommended that when the enterprise fund does realize a balance, that those funds would specifically be designated to the CCRCC CIP account.

Board members voted unanimously as follows:

- To approve expenditure of the existing CCRCC CIP account balance of \$72,255.00 for build out of the CCRCC.
  - To eliminate the expectation that 10% of contracts would be designated for CCRCC CIP.
  - That any funds remaining at years end in the enterprise fund will be designated to the CCRCC CIP account.
  - That Bill Holmes meets with Community and Public Safety officials from Gorham, Gray, New Gloucester and Chebeague Island to explain the change in CIP expectations.
  - That Bill Holmes contact Board members not present this evening to determine whether they are in support of this CIP recommendation
- 3) By-Law change: Proxy Votes. Current by-laws prohibit proxy votes. The Chair of the board opened discussion to recommend a by-law change that allows for members to have a proxy vote. Members asked several questions and suggested that Bill Holmes draft a policy change for member review to be sent out 30 days before the next board meeting.
  - 4) Radio Update. The Chair and Bill advised the Board members that Kimball & Associates has been hired to assist in the completion of the radio RFP selection process. A meeting was held with the Technical Committee and the process has been started.
  - 5) Community Partnerships. Bill briefed the board regarding pending emergency communications partnerships with the following communities:
    - Cumberland- Joining on or before July 1, 2008.
    - Yarmouth-Voted to join, however in the process of a petition / referendum.
    - North Yarmouth- considering a proposal from the County.
    - Casco- Bill met with the community last Tuesday for a presentation. They are considering the proposal.

- 6) Cellular Call “Opt-In”. Bill provided statistics from the State regarding cell call usages at the CCRCC. In the past year we received 3,079 cell calls transferred from the MSP. If we were to opt in for U.S. Cellular calls only to the CCRCC for areas that we PSAP for, we would receive approximately 1500 calls. Bill said that he estimates that of the 1500 listed calls that the CCRCC currently receives 80% as transfers to the center. Board members discussed the issue and instructed Bill to obtain data for “all” cell carriers for review. Members of the board indicated that they are inclined to opt in to receiving “all” cell calls in this area at the same time rather than opt in as piece meal.
- 7) Americorps Volunteers. The Chair provided background information on the Americorps project and advised the board of the Town of Gorham’s experience with the Americorp. The board voted unanimously to have Bill continue researching the possibility of having two Americorp volunteers assigned to the CCRCC as call takers.
- 8) Back -Up facility. Bill briefed the board regarding research that he had completed for the CCRCC back up facility. The MSP barracks in Gray is available to serve as a back up, the Scarborough Communications Van is available as a short term back up and the City of Westbrook communications center is available as a back up facility. Bill said that he recommends working with the City of Westbrook for the following reasons:
  - The City is willing and able to serve as the Back Up facility for the CCRCC.
  - Westbrook has recently installed additional dispatch workstations that can be utilized by CCRCC in the event that we need to evacuate the facility.
  - Westbrook is currently a PSAP, therefore capable of handling all of our services at once including 9-1-1 calls and dispatch responsibilities.
  - Westbrook is the closest facility (7-8 minutes away) allowing for a prompt response by CCRCC staff to the back up facility.
  - Westbrook has recently installed each of our radio frequencies into their system providing them with the capability to dispatch for every department served by the CCRCC.

The Board members voted unanimously to have Bill continue working with the City of Westbrook, obtaining an MOU, to serve as a back up facility for the CCRCC.

- 9) Construction at the CCRCC. The Chair advised the board that the CCRCC is quickly filling available workstations and, with the inclusion of Cumberland and potentially Yarmouth, we would have only one remaining empty station available should other communities wish to join the CCRCC. Subsequently, board members recommended scheduling a meeting next month with County officials to develop and plan and time line for removing the existing wall between the current and future workstation area and to determine funding for the project.

**Next CCRCC Board Meeting: May 19, 2008**