

CUMBERLAND COUNTY REGIONAL COMMUNICATIONS CENTER
BOARD MEETING MINUTES 07-20-2009

ATTENDANCE

Robert Lefebvre
Ronald Shepherd
William Holmes
Alan Dolloff
Gary Sacco
Angelo Mazzone
Rod Beaulieu
Chris Pond
Matthew Magill
John Joy
Rick Plummer
Dave Libby
Dennis Morse
Charlie Hammond
James Budway

- Meeting called to order at 1700 Hours by the Chair
- Motion made to accept May meeting minutes as written by Ang Mazzone
- Motion was seconded Chief Plummer
- Vote (U)

Employee of the Quarter

- Mike Poirier was announced as being the employee of the Quarter.
- Director explains to board about some of the letters he has been receiving about Mike Poirier and the great job he has been doing. Director informs the board that he appreciates hearing from them regarding the job the staff is doing.

Cell Phone Update

- Director Holmes hands out new cell phone policy and procedure. He explains that starting Wednesday next week the CCRCC will begin getting cell phone calls direct through the 9-1-1 System from US CELLULAR. He advised that the Towns that are included are Raymond, Casco, Naples, Bridgton, Standish, Sebago, Baldwin, Gorham and Harrison.
- Motion was made by Ang Mazzone to accept the policy as written
- Motion was seconded by Alan Dolloff
- Vote (U)

Microwave Project Update

- Board was given the update on the County Wide Radio project.
- They were advised that it appears that the system will be completed by August 31st or the beginning of September to begin testing
- They were also advised about the Harpswell Tower not be completed but the system will still operate. Director Holmes advises that the only people affected by the delay would be the Harpswell Patrol Units.
- Director advises the Board about RCM speaking with them reference their connections to the system and the potential of agencies to get connected.
- The Chair of the Board suggested that the board they may want to get together to start a grant to add state fire to the system for better coverage.

0900 Hours Tone Test (Fire Class Day)

- Director Holmes explains to board that on several occasions he has been approached by several agencies reference the difference between the shifts and dispatchers involving the information being provided.
- Board discussed what information they actually need.
- Board decides as a group in order to standardize the delivery from the CCRCC that the only information that will be given will be the class day and wind speed.

EMD – Medical Priority – Policy Discussion

- Director Holmes provides the board with the copy of the updated policy and procedure governing the new EMD protocols
- Director Holmes explains the changes in the policy and procedure. In addition he discusses with the board about some of the new features of the EMD program.
- Director Holmes advises the board that one of the changes is going to be the fact that we can give them response determinates if they want to. In addition he advises the board about the difference in “response times” that could occur because the program actually tells the dispatcher when to dispatch the call. He explains about the differences in response types.
- Board had some questions about the new program which was answered by Matthew Magill. Matt advises that the determinates are given by the program and that we not are required to inform responders the codes. In addition he explains that in the beginning because it is a new program there may be some delay but as the staff uses the program it will get better.
- Chief Morse makes motion to adopt the new policy as long as the CCRCC does not give response determinates.
- Motion was seconded by Chief Plummer
- Chief Sacco asked about the Quality Assurance program and how much actual time will it take. He inquires if Matt thinks that the CCRCC has the time to provide this type of service. Matt said that he is very comfortable with the requirements and does nor believe it will take too long.

- Chair questions the states position and how they can use codes when it is against NIMS regulation. In addition he feels that the board may want to start writing letters to the State about some of their concerns. The board has questions that they feel need to be addressed at the state level
- Director Holmes advises board that it may be beneficial to invite Drexel White to a board meeting to discuss some of the issues.
- Board members said that they would like to have Drexel White from the state come to a board meeting to address some of the concerns.
- Vote (u)

Community Cares

- Director Holmes explains to board about what Community Cares is and a plan that he would like to pursue with the board permission.
- Director would like to have volunteers work with the CCRCC to assist in making these types of phone call. He would like to start researching if we are able to provide the service staffed by volunteers and some of the costs they may be associated with it.
- Ang Mazzone makes motion to allow the Director to do some research for such a program.
- Motion was seconded by Chief Morris
- Vote (u)

2010 Budget

- Purposed budget was handed out to the board for their review.
- Director Holmes explains his proposed budget and the changes that are in it. He explains about the County Financial plan and how that he had to remove 10,000 dollars from the FY 2009 budget. He explained to the board that the funds removed was for the cost of a paging system such as second signal. He advises because of John Moran and the hard work of the IT staff the money was no longer needed because they built a program that is functioning.
- Board then remarks about the addition of call taker positions that during the last budget season was discussed.
- Director Holmes explains that many divisions have had to make staff reductions and feels that asking for more staff right now would not be beneficial
- Board advises that maybe they would like to add the additional position in a letter to ensure that the County is aware that the positions are still needed. They also talked about the need to add equipment and expand the center for the future contracts.
- The Board also discussed the need for call takers verses full Dispatch position.

- Chief Morse made a motion to adopt the budget as written with the addition that a letter be drafted to send to the County addressing some of the employment and equipment needs.
- Motion was seconded by Chief Plummer
- Vote (U)

Other Items

- Board discusses the use of the mapping system and a need for a printer to assist with maps. Chair explains to the board about projects that he and John Moran have been working on. He explains that John has been having some difficulties using the printer downstairs in EMA. He explains that it may be time for agencies that use the IT department to assist with the costs of ink and paper.
- Board members agree that assisting with the cost would be something they would be willing to do when needed.

- Next meeting to be held on Long Island on August 24th, 2009 and that they are planning on taking the 11am boat. The director would also like for people to get back to him with the number of people that plan on attending.

- Ang Mazzone also advises board about an address issue that he was confronted with involving the 9-1-1 System. He explains how the CCRCC was extremely helpful in repairing the issue.

- Meeting was adjourned