

# KNOX COUNTY COMMISSION

## **Regular Meeting**

**Tuesday – April 12, 2016 – 2:00 p.m.**

The regular monthly meeting of the Knox County Commission was held on Tuesday, April 12, 2016, at 2:00 p.m., at the county courthouse, 62 Union Street, Rockland, Maine.

Commission members present were: Carol L. Maines, Commissioner District #1, Richard L. Parent, Jr., Commissioner District #2, and Roger A. Moody, Commissioner District #3.

County staff present included: County Administrator Andrew Hart, Administrative Assistant Candice Richards, Sheriff Donna Dennison, Communications Director Linwood Lothrop, Finance Director Kathy Robinson (*arrived at 2:06 p.m.*), Systems Administrator Mike Dean (*arrived at 2:09 p.m.*), Dispatcher John Gamage (*left at 2:13 p.m.*), EMA Administrative Assistant Donna Allen, Jail Transport Supervisor Bob Wood (*left at 2:52 p.m.*), Food Services Specialist John Abbott (*left at 2:52 p.m.*), Assistant Shift Supervisor Warren Heath IV (*left at 2:52 p.m.*), Corrections Officer Shawn Wallace (*left at 2:52 p.m.*), Dispatch Supervisor Melissa Simmons (*left at 2:13 p.m.*), Dispatcher Mike Root (*left at 2:13 p.m.*), Airport Manager Jeff Northgraves, Building Maintenance Supervisor Don Decker (*arrived at 2:09 p.m., left at 2:58 p.m.*), and DA Prosecutorial Assistant/Investigator Shane Riley (*arrived at 2:19 p.m., left at 2:52 p.m.*).

Others in attendance: Pen Bay Pilot reporter Chris Wolf (*left at 2:58 p.m.*); Camden Fire Chief Chris Farley, Chair of the KRCC Executive Board; Owls Head Selectman Linda Post (*left at 2:52 p.m.*); and Katie Shaw, nominee for the Commercial Pilot's APAC seat (*left at 2:49 p.m.*).

### **Regular Meeting – Agenda** **Tuesday – April 12, 2016 – 2:00 p.m.**

- I. 2:00 Meeting Called To Order**
- II. 2:01 Action Items**
  - 1. Act on Proclamation Declaring April 10 - 16, 2016 as National Telecommunicator's Week.
- III. 2:05 Presentation**
  - 1. Presentation of Proclamation Declaring April 10 - 16, 2016 as National Telecommunicator's Week.
  - 2. Commission Chair will present commendations to two dispatchers.
- IV. 2:15 Public Comment - Public Comment during other portions of the meeting will only be granted by permission of the chair.**
- V. 2:30 Consent Items**
  - 1. Approve Consent Items as Presented:
    - i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
    - ii. Minutes of Regular Commission Meeting of March 8, 2016.
    - iii. Monthly Written Departmental Reports.
    - iv. Reserve Withdrawals.
- VI. 2:35 Action Items**
  - 1. Act on Appointments to the Airport Public Advisory Committee (APAC).
  - 2. Act to Approve Revised Job Description for Airport Maintenance Supervisor.
  - 3. Act to Authorize the Chair to Sign a 3-Year (2016 - 2019) Concessionaire Agreement with Enterprise Rent-a-Car.
- VII. 2:50 Discussion Items**
  - 1. Update on the Review of Future Jail Operations.
  - 2. Update on Building Envelope Project.
  - 3. Update on Job Descriptions and Wage Study.
- VIII. 3:00 Other Business**
- IX. Adjourn**

## **I. Meeting Called to Order**

Commission Chair Roger Moody called the regular meeting of the Knox County Commission to order at 2:00 p.m. He reminded everyone that meetings are now televised and asked everyone to refrain from having side conversations.

Commissioner Moody asked the Commission to introduce themselves since not all the employees have met them:

- Commissioner Moody represents District 3 (Appleton, Camden, Hope, Isle au Haut, Matinicus, North Haven, Rockport, Vinalhaven, and the Unorganized Territories)
- Commissioner Parent represents District 2 (Cushing, Friendship, St. George, Union, Warren, Washington)
- Commissioner Maines represents District 1 (Owls Head, Rockland, South Thomaston, Thomaston)

## II. Action Items

1. Act on Proclamation Declaring April 10 - 16, 2016 as National Telecommunicator's Week.  
Communications Director Linwood Lothrop explained that this year the National Public Safety Telecommunicators Week is April 10 - 16, 2016. Telecommunicators Week honors all local police, fire, and medical professionals by recognizing their dedicated service in helping those in need through the use of telecommunications. Although this week is proclaimed for emergency responders, the valuable service of dispatchers should be applauded and held in the highest regard all through the year, for without their commitment, devotion, and hard work, countless number of lives and property would be in jeopardy. The proclamation is as follows:

**PROCLAMATION  
NATIONAL PUBLIC SAFETY TELECOMMUNICATORS WEEK  
APRIL 10-16, 2016**

WHEREAS: DEDICATED public safety telecommunicators daily serve the citizens of Knox County by answering their requests for law enforcement, fire and emergency medical services by dispatching the appropriate assistance as quickly as possible; and

WHEREAS: the professional public safety telecommunicator is that vital link between the citizen or victim and the public safety provider who may apprehend a criminal, save their possessions from fire, save their life or the life of a loved one; and

WHEREAS: the safety of our public safety responders is dependent upon the quality and accuracy of information obtained by the telecommunicators and activities providing radio, telephone and computer services; and

WHEREAS: the critical functions performed by professional telecommunicators also include those related to highway safety, road maintenance, public utilities and other services that affect the health and safety of our citizens; and

WHEREAS: emergencies can strike at any time, we rely on the vigilance and preparedness of these individuals 24 hours a day, 365 days a year; and

WHEREAS: The Association of Public Safety Communications Officials (APCO), an organization of over 16,000 people in the United States and Canada, has set aside this week in April to recognize telecommunicators and their crucial role in the protection of life and property;

NOW, THEREFORE, on behalf of the Knox County Commission, we hereby proclaim the week of April 10-16, 2016, to be National Public Safety Telecommunicators Week in Knox County, in honor of the men and women whose diligence and professionalism help keep our community and citizens safe.

Director Lothrop noted that the Communications Center was having an open house on Saturday the 16<sup>th</sup> to give the public an idea of what the dispatchers do and to give the public a chance to interact with public safety staff from a variety of agencies.

**III. Presentations.**

1. Presentation of Proclamation Declaring April 10 - 16, 2016 as National Telecommunicator’s Week.

Communications Director Lothrop explained that he wanted to present all of the dispatchers attending the meeting with a token of appreciation for their hard work. The employees came up and shook hands with the commissioners and KRCC Executive Board Chair Camden Fire Chief Chris Farley.

2. Commission Chair will present commendations to Two Dispatchers.

Communications Director Lothrop explained that on March 18<sup>th</sup>, at 4:47 p.m., there was a fatal motor vehicle accident that occurred on Route 17 by the Fitch Road in Washington. The incident put additional strain on the Center by generating an overwhelming volume of 9-1-1 calls to report this incident. This call also required the dispatching of multiple mutual aid units and the coordination of two LifeFlight helicopters to the scene of the accident. Director Lothrop stated that Dispatcher John Gamage and Dispatch Supervisor Melissa Simmons remained calm and handled all requests in an expedient manner while managing 435 telephone calls and dealing with 33 other emergencies throughout the County. The speed and accuracy of dispatching as a team during the incident aided in a quick response of public safety agencies to provide the proper level of aid. Director Lothrop said that he has received feedback from several people both in the public safety family and citizens that were impressed with the way the incident was handled by the KRCC staff. He said that Dispatcher Gamage and Supervisor Simmons set the example of how well teamwork, command structure, and attention to detail can make even the worst events go smoother.

Chief Farley presented Dispatcher Gamage and Dispatch Supervisor Simmons their commendation certificates.

**IV. Public Comment**

Commissioner Roger Moody asked for public comment. There was none.

**V. Consent Items**

1. Approve Consent Items as Presented:

- i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
- ii. Minutes of Regular Commission Meeting of March 8, 2016.
- iii. Monthly Written Departmental Reports.
- iv. Reserve Withdrawals

- A motion was made by Commissioner Richard Parent to approve the consent items as presented. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

**2016 Reserve Withdrawals:**

Dispatch Computer	561800-12605	\$1,633.62
	Total	\$1,633.62

**VI. Action Items**

1. Act on Appointments to the Airport Public Advisory Committee (APAC).

Airport Manager Jeff Northgraves explained that there used to be nine members on the APAC and the Commission reappointed three of them each year. This year is the first year that the APAC has a 10<sup>th</sup> seat (the Owls Head seat), so there are four seats that need to be filled. There were some issues because the Town of Owls Head first nominated someone to the District 1 seat but they also needed to find someone to nominate for their new seat that only an Owls Head resident can fill. Manager Northgraves noted that Owls Head Selectman Linda Post was present and the two of them felt that some of the

issues could be corrected by appointing the District 1 seat for two years and the other three seats for three years. It eliminates potential for conflicts.

- District #1 Seat: reappoint Maynard Curtis (Owls Head) for 2 years
  - Commercial Pilot Seat: appoint Katie Shaw (Owls Head) for 3 years
  - Flying Club Seat: appoint Ron Vanosdol (Camden) for 3 years
  - Owls Head Seat: appoint Adam Philbrook (Owls Head) for 3 years
- A motion was made by Commissioner Carol Maines to appoint Maynard Curtis to the District 1 seat for two years, Katie Shaw to the Commercial Pilot seat for three years, Ron Vanosdol to the Flying Club seat for three years, and Adam Philbrook to the Owls Head seat for three years. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.
2. Act Approve Revised Job Description for Airport Maintenance Supervisor.  
Airport Manager Jeff Northgraves explained that the job description was being revised to reflect current needs. The person currently filling the position is retiring at the end of April and that makes this an ideal time to review the job description and make any changes. The County is currently advertizing to fill the position, but it will be tough just because of the mix of skills that are required. Applicants will need to have skills in both large machinery and airport operations. Manager Northgraves noted that Bill O'Brien's last day is April 29<sup>th</sup> and that the staff is gathering to say goodbye to him at 1 p.m. He invited the commissioners to stop by.
- A motion was made by Commissioner Richard Parent to approve the revised job description for Airport Maintenance Supervisor. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.
3. Act to Authorize the Chair to Sign a 3-Year (2016 - 2019) Concessionaire Agreement with Enterprise Rent-a-Car.  
Airport Manager Jeff Northgraves explained that Enterprise has essentially had the same agreement with Knox County for years, but in 2013, the company decided to try having an on-site desk and automobile fleet at the airport. The County changed the agreement to include them having a presence on the airport, which ended the prior agreement. Enterprise has decided to no longer have the on-site presence so that cancels the current agreement, and reinstates the previous agreement. There were no significant changes to the previous agreement but the County did look into the discrimination language because it is different from what the County uses. Unfortunately, if the County's anti-discrimination language is used instead of leaving it as the standard FAA language, it would greatly complicate the process of the FAA policy of developing a non-discrimination plan to be filed with the FAA. Manager Northgraves recommended using the original FAA language and not the County's.
- A motion was made by Commissioner Carol Maines to authorize the Chair to sign a three-year Concessionaire Agreement with Enterprise Rent-a-Car. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

## VII. Discussion Items

### 1. Update on the Review of Future Jail Operations.

Administrator Hart explained that the Sheriff, Chief Deputy, and Jail Administrator have been looking at the current operations at the Knox county Jail. There is uncertainty of what kind of funding will be available from the State of Maine in the future and the list of capital improvements that are needed keeps increasing. The administration has been looking at the sustainability of operating the jail at its current operation level or whether it makes sense to look at a potential mission change to a 72-hours hold and female re-entry facility. The administration is still in the information gathering stage at this point, so there is no specific plan or details for the Commission to make decisions on yet. Knox County needs to determine if the Jail is operating at the best potential or whether there are other options out

there that would improve the Jail to operate at a better potential. It is not even known yet if it would make financial sense to make any change to the mission of the jail or not.

Sheriff Dennison noted that the lack of funding for the jail is only part of the problems the jail is facing. The County has a hard time finding quality employees who want to work at a corrections facility. The other counties around the state are having the same problem. Because Knox's jail is understaffed, the administration has to keep mandating overtime and the employees are getting burnt out. She noted that things could not continue this way.

Commissioner Maines asked what was expected to happen when the state does the jail inspection in June. Administrator Hart said that Major Hinkley had indicated that because of the security system in its current state, the jail will likely not pass inspection. When SMRT did the facilities study, the estimate for replacing the system was about \$600,000, but the County just doesn't have the money to replace it. Commissioner Maines asked what would happen if the jail fails the inspection. Sheriff Dennison said that the County would be given a certain amount of time to make corrections, and if the County can't meet that deadline, a mission change might be necessary for the jail to remain in use.

Administrator Hart stated that no actions will be taken without first coming to the Commission for a vote, but things are still in the research phase. Any changes made to the jail will affect other jails around the state as well as the court system, and all of that needs to be taken into account.

Commissioner Moody asked if any of the jail employees present had any comments. He assured them that nothing has been signed and no decisions made – the Commission just wants to find out what possible options there are because the jail is in a very serious financial situation. None of the jail employees present asked questions or made comments. NCEU union rep. for County employees Bob Wood said that Commissioner Moody pretty much just answered what the employees were all wondering – whether any decisions had been made yet (the answer is no).

Administrator Hart noted that he had given the Commission a letter from NCEU with an attachment of 22 jail employees' signatures. The County had also received a "cease & desist and a demand to bargain" letter. He said that the administration has a meeting scheduled for tomorrow with NCEU rep Bill Doyle, Transport Supervisor Bob Wood, and the County's attorney, Peter Marchesi to discuss the letters.

Commissioner Maines asked when the administration would come back to the Commission to vote on options. Administrator Hart said that it was possible it could be the May meeting, but thought it was more likely to be the June meeting.

2. Update on Building Envelope Project.

Administrator Hart gave an update on the progress of the project. Knowles Industrial Services (KIS) has erected all staging and is raking out mortar joints on the north and south elevations. Pointing is expected to begin by April 15<sup>th</sup>. Building Envelope Services (BES) looked at some deteriorated masonry that was discovered by Barney Stilphen of KIS that appears to be at least two withes deep. The area is located near the Finance office on the north elevation. The damage appears to be about a 4'x4' area. KIS removed brick units to examine the extent of the damage and is sending photos to BES so BES can provide repair specifications. 39 windows have been installed so far. There are 20 left to be installed.

3. Update on Job Descriptions and Wage Study.

Administrator Hart gave an update on the progress of the wage study project. Administrative Assistant Richards has been working on the edits from the department managers and fixing formatting, etc. Laurie Bouchard will be reviewing them to determine if she feels anything else should be changed. At the May Commission meeting, the Commission will approve the revised job descriptions. In the third week of April, Ms. Bouchard will send out the County's wage survey to all of the other counties in

Maine, as well as all of the cities and towns in the counties of Knox, Lincoln, Waldo and Kennebec that are large enough to have a police department. The Maine Municipal Association (MMA) is also going to do a wage study of all municipalities statewide later this year, but that is too late to be of use for the County's budget process. Knox County will still participate in the MMA survey when that is sent out, however.

## VIII. Other Business

### Update on Isle Au Haut

Administrator Hart commented that Isle Au Haut finally held their 2015 town meeting that hadn't occurred during 2015. A new selectboard chair and a new clerk/treasurer were elected. Their 2015 audit is done. The town can't schedule their 2016 town meeting until their audit has been done, and it is only just now getting started. The County still hasn't received Isle Au Haut's 2015 taxes and dispatch fees but once it does, the town will be charged interest for paying late.

### Lawn Mowing/Landscaping at the Public Safety Building

Administrator Hart had met with Tom Jackson, who's company had been awarded the bid to do the garden bed landscaping. The company will remove the junipers and seed the lawn for \$900, plant blue sergeant junipers by the sign at the entryway and also around the garden bed for \$800, and move three granite stones and turn the spot into all lawn so it's easier to mow/maintain for \$400. That's a total of \$2,100. The building maintenance budget will cover the expense.

### Live Streaming

Commissioner Moody noted that he had looked at the recent recordings of the Commission meetings since they are now being streamed on the internet. He said that both the video and audio quality are good. He asked if anyone had received any feedback from the public about it. No one had.

Commissioner Maines asked Administrator Hart if he had heard from the owner of the dog kennel next to the Public Safety Building. He said he had spoken to her within the past year but she's still not interested in selling her land to the County.

## IX. Adjourn

- A motion was made by Commissioner Carol Maines to adjourn the meeting. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

The meeting adjourned at 3:10 p.m.

Respectfully submitted,

Candice Richards  
Administrative Assistant

**The Knox County Commission approved these minutes at their regular meeting held on May 10, 2016.**