

# Inter-Agency Cooperation Group

Camden PD – Rockland PD – Rockport PD – Thomaston PD – Knox County (KRCC, DA, Sheriff, Admin/IT)

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A meeting of the Inter-Agency Cooperation Agreement Group Committee took place on Tuesday, January 18, 2011 at 10:00 a.m. in the Knox County Commission Hearing Room.

Committee members in attendance: Knox County Administrator Andrew Hart; KRCC Director Linwood Lothrop; Chief Randy Gagne, Camden PD; Knox County DA's Office Secretary Kelly Perry; Chief Mark Kelley, Rockport PD; Chief Kevin Haj, Thomaston PD; and Knox County Sheriff Donna Dennison.

Others in attendance: Knox County Technical Support Specialist Mike Dean; State Police Trooper Lieutenant David Tripp; and Knox County Executive Office Administrative Assistant Candice Richards.

## AGENDA

**Tuesday – January 18, 2011 – 10:00 a.m.**

- I. 10:00 Meeting Called To Order**
- II. 10:10 Discussion Items**
  - 1. Dissemination Forms (Linwood)
  - 2. Fire/EMS Sub-Committee
  - 3. Information Management System Data Entry & Standards Policy
  - 4. Backup for IT
  - 5. Lt. Tripp – Spillman Access for the State Police
  - 6. Spillman assistance with Grants (Mike)
  - 7. Agenda items for February meeting
- III. 10:50 Other Business**
- IV. 11:00 Adjourn**

### **I. Meeting called to order**

Administrator Hart called the meeting to order at 10:00 a.m.

### **II. Discussion Items**

#### **1. Dissemination Forms**

TSS Dean updated the Group by saying that every police department employee that uses METRO has been verified per the police chiefs. He has not received anything from Dispatch or the Jail, but Dispatch has their own forms and supervisors have either been on vacation or out sick. Sheriff Dennison commented that the Jail is not using metro

#### **2. Fire/EMS Sub-Committee**

Chief Kevin Haj explained that Chief Bruce Boucher, Fire Chief Barry Norris and Fire Chief Bryan Calderwood (representing EMS) are working on it. It was noted that not every Fire or EMS agency would want to participate if there's a cost for them to do so. Each

department would be responsible for paying for their mobile connection. If Fire or EMS agencies become part of the Group, they will fall under the same guidelines as the rest of the agencies participating in the Group.

3. Information Management System Data Entry & Standards Policy

Dispatch Supervisor Stephanie Gibbs was on vacation and unable to attend the meeting.

4. Backup for IT

There was a short discussion regarding having other County staff ready to serve as backup for TSS Mike Dean for when he is out sick or on vacation. The two suggested employees were:

- **A motion was made by Chief Mark Kelley to have Patrolman Dave Johnson and Corrections Officer Steve Dearborn to serve as backup for TSS Mike Dean and to work with him to manage the system and work out a schedule that best fits the needs. The motion was seconded by Chief Randy Gagne.**

TSS Dean asked if the two employees would have “super-user ability” all the time or only when he was unavailable. Chief Haj said that if the two employees can do what TSS Dean can do, then they should be trusted to do it. TSS Dean asked who would have the responsibility of giving newly hired patrolmen access to Spillman – himself, or the two employees stated above. Chief Haj asked the Sheriff if that was the intent. Sheriff Dennison replied that no, they were just intended to be backup for TSS Dean when he is unavailable.

- **The motion was amended by Chief Mark Kelley to only have Patrolman Dave Johnson serve as backup for TSS Mike Dean to begin with and if further backup is needed, the issue could be revisited at a later meeting. The amended motion was seconded by Chief Randy Gagne.**

- **A vote was taken and passed with 6 in favor:**

**Members that voted in favor: 6**

K. Haj, R. Gagne, M. Kelley, L. Lothrop, K. Perry, D. Dennison

**Members that voted against: 0**

None.

**Members that did not vote in any form: 1**

B. Boucher (not in attendance at the meeting)

5. Lt. Tripp - Spillman Access for the State Police

Lieutenant Dave Tripp explained that he had three State Troopers who are in Knox County and that he wanted them to be able to use Spillman. The State Police have read-only access in Hancock, Waldo, and Penobscot counties. If the three troopers assigned to Knox County have read-access only, that should cover about 70% of the calls.

TSS Dean said that if the troopers were going to have more than read-only access, he would need to have their names to set them up; they could not just use generic accounts. If it's read-only, the logins can be generic. The State AIU would require the same thing.

Associated costs should just be his time setting the troopers up, and license costs if some needed to be purchased, but the County has 10% more licenses than we thought we were going to need. It's rare that all of licenses are actually being used at a time.

- **A motion was made by Chief Mark Kelley to approve granting access to Spillman to three State Troopers and one Sergeant. The motion was seconded by KRCC Director Linwood Lothrop. A vote was taken and passed with 6 in favor:**

**Members that voted in favor: 6**

K. Haj, R. Gagne, M. Kelley, L. Lothrop, K. Perry,

**Members that voted against: 0**

None.

**Members that did not vote in any form: 1**

B. Boucher (not in attendance at the meeting)

6. Spillman Assistance with Grants

TSS Dean explained that his Spillman contact, Tag, had sent an email to him regarding grants but the information was confusing and not very helpful. It was more a generic list of grants and didn't help the reader determine which grants the County would qualify for.

The Grants Sub-Committee is looking at 6 or 7 larger Fire and EMS agencies who might want the access but the smaller towns with less calls probably would not be able to buy in. The subcommittee will update the Group on what the needs and wants are of the agencies are.

7. Items for February's meeting agenda - 3<sup>rd</sup> Tuesday of February would be the 15<sup>th</sup>

- Invite subcommittee for Fire/EMS to report on their progress.
- Update on State access to Spillman
- Backup for Mike – is it still working to just have one, or do we need the second guy
- Mike was asked to check with Spillman on the Fire grant
- Data standards - Stephanie

**III. Other Business**

**IV. Adjourn**

- Chief Mark Kelley motioned to adjourn; Chief Randy Gagne seconded; a vote was taken with all in favor.

Meeting adjourned 11:09 a.m.

Respectfully Submitted,

Candice Richards  
Administrative Assistant  
Inter-Agency Cooperation Group Recording Secretary