

Inter-Agency Cooperation Group

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

A meeting of the Inter-Agency Cooperation Agreement Group Committee took place on Tuesday, December 9, 2010 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 Bruce Boucher, Rockland PD; 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: EMA Director Ray Sisk; Union Fire Chief Barry Norris; Knox County Technical Support Specialist Mike Dean; KRCC Supervisor Stephanie Gibbs; KRCC Supervisor Sandi Stauffer-Freeman; and Knox County Executive Office Administrative Assistant Candice Richards.

AGENDA

Thursday – December 9, 2010 – 10:00 a.m.

- I. 10:00 Meeting Called To Order by Committee Chair**
- II. 10:01 Approval of Minutes**
 - 1. October 19, 2010
- III. 10:02 Discussion Items**
 - 1. Future of the County IT department.
 - 2. Spillman quote (expires December 31).
 - 3. Dissemination Document (Linwood).
 - 4. Information Management System Data Entry & Standards Policy (Stephanie).
 - 5. Utilization of Existing Fire/EMS Modules
 - 6. Spillman Grant Information
 - 7. Vote on Officers for 2011 (taking effect January 1, 2011).
 - 8. Set date for next meeting? Agenda items?
- IV. 10:50 Other Business**
- V. 11:00 Adjourn**

I. Meeting called to order

Administrator Hart called the meeting to order at 10:03 a.m.

II. Approval of Minutes

Chief Kelley asked for a motion to approve the minutes.

- **A motion was made by Chief Kevin Haj to approve the minutes as presented. The motion was seconded by KRCC Director Linwood Lothrop. A vote was taken with and passed with 6 in favor:**

Members that voted in favor: 6

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

Members that voted against: 0

None

Members that abstained: 1

D. Dennison

III. Discussion Items

1. Future of the County IT Department

- **A motion was made by Chief Kevin Haj to table the agenda item until the next meeting. The motion was seconded by KRCC Director Linwood Lothrop. A vote was taken and passed with 5 in favor:**

Members that voted in favor: 5

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

Members that voted against: 1

B. Boucher

Members that abstained: 1

D. Dennison

2. Spillman quote (expires December 31)

Chief Mark Kelley asked TSS Dean to contact Spillman and ask if the quote can hold for a little longer while the Group works on grant funding.

- **No action was taken on this item.**

3. Dissemination Document - Linwood

- **A motion was made by Chief Randy Gagne to approve the Dissemination Document form and to have copies of the applicable legal references be sent to all departments with a deadline for the return of the forms on the 31st of January, 2011. The motion was seconded by Chief Bruce Boucher. 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, B. Boucher

Members that voted against: 0

None.

Members that abstained: 1

D. Dennison

All completed forms will go into employee personnel files. Agencies will send copies of their roster to TSS Dean ASAP for him to compare those lists against the system. Director Lothrop will distribute the legal documents referenced in the dissemination form.

4. Information Management System Data Entry & Standards Policy – Stephanie & Sandi

A few members of the group wanted more time to review the document.

- **A motion was made by Director Linwood Lothrop to table the agenda item indefinitely until scheduling permits time to discuss the document, and when the Group is ready to discuss it. The motion was seconded by Chief Kevin Haj. 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, B. Boucher

Members that voted against: 0

None.

Members that did not vote in any form: 1

D. Dennison (chose not to vote)

5. Utilization of Existing Fire/EMS Modules

A brief discussion involving the formation of a sub-committee to look at including local Fire and EMS agencies in the Spillman system. Chief Boucher volunteered for the law enforcement side and would provide an update on the status of the sub-committee at each meeting of the Group. It was suggested that there should be at least five people on the sub-committee representing: Fire, EMS, Law Enforcement, Communications, and Administration. Chief Boucher was asked to find reps from the five different fields.

- **No action was taken on this item.**

6. Spillman Grant Information

Discussed under Agenda Item #2.

7. Vote on Officers for 2011

CHAIR

- **A motion was made by Director Linwood Lothrop for Chief Kevin Haj to serve as the board's Chair in 2011. The motion was seconded by Chief Mark Kelley. A vote was taken and passed with 5 in favor:**

Members that voted in favor: 5

K. Haj, R. Gagne, M. Kelley, L. Lothrop, B. Boucher

Members that voted against: 0

None.

Members that did not vote in any form: 2

- D. Dennison (chose not to vote)
- K. Perry (left the meeting prior to the vote)

VICE-CHAIR

- **A motion was made by Chief Bruce Boucher for Chief Mark Kelley to serve as the board's Vice-Chair in 2011. The motion was seconded by Director Linwood Lothrop. A vote was taken and passed with 5 in favor:**

Members that voted in favor: 5

- K. Haj, R. Gagne, M. Kelley, L. Lothrop, B. Boucher

Members that voted against: 0

None.

Members that did not vote in any form: 2

- D. Dennison (chose not to vote)
- K. Perry (left the meeting prior to the vote)

SECRETARY

It was stated that administrative assistant Candice Richards would continue serving as the board's secretary in 2011.

TREASURER

- **A motion was made by Chief Randy Gagne for DA Secretary Kelly Perry to continue serving as the board's Treasurer in 2011. The motion was seconded by Director Linwood Lothrop. A vote was taken and passed with 5 in favor:**

Members that voted in favor: 5

- K. Haj, R. Gagne, M. Kelley, L. Lothrop, B. Boucher

Members that voted against: 0

None.

Members that did not vote in any form: 2

- D. Dennison (chose not to vote)
- K. Perry (left the meeting prior to the vote)

8. Items for January's meeting agenda

The next meeting will be on the third Tuesday of January, which is the 18th, commencing at 10 a.m. Suggested agenda items:

- Backup for IT
- January 31st deadline for signed confidentiality agreements
- Information Management System Data Entry & Standards Policy

IV. Other Business

Spillman Users Conference

Director Lothrop informed the Group that Maine has a Spillman user's conference on May 12th. Their specialists come and go over things we all request to learn about.

Burn Grant – Equipment – Encryption Software

It was noted that previously, the agencies had decided to go with the free software "TrueCrypt". There was a brief discussion of what is involved with installing and updating the software on agency mobile computers. Anything that can connect to METRO (regardless of what system) needs to be encrypted. The mobile units need to have a CD burner and the software to create an ISO file. Work stations will only need to be encrypted if they access the DMV. Administrator Hart agreed that TSS Dean could show one individual from each agency how to install the software if TSS Dean felt he could fit it into his schedule.

February meeting

It was noted that the February meeting would be the 18th. It was suggested that Lt. Tripp be invited to the meeting, but if he could not attend, State Police access to Spillman would not be placed on that agenda.

V. Adjourn

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

Meeting adjourned 11:34 a.m.

Respectfully Submitted,

Candice Richards
Administrative Assistant
Inter-Agency Cooperation Group Recording Secretary