

Knox Regional Communications Center Executive Board

Wednesday
December 6, 2016
3:00 p.m.

A meeting of the Executive Board of the Knox Regional Communications Center took place on **Tuesday, December 6, 2016 at 3:00 p.m.** in the Knox County Emergency Management Agency Office.

Executive Board members in attendance: Adam Miceli, Rockland Fire/EMS; Camden Fire Chief Chris Farley; Craig Cooley, Rockport Police Department; Knox County EMA Director Ray Sisk; Rockland PD Deputy Chief Chris Young and Ruston Barnard, Rockland Fire/EMS. **Members absent:** *Jesse Thompson, Union EMS.*

Others in attendance: Knox Regional Communications Director Linwood Lothrop, Knox County Administrator Andrew Hart, and Administrative Assistant Candice Richards.

I. 3:00 Meeting Called To Order

II. 3:01 Discussion Items:

1. 2017 KRCC Budget.

III. Other Business

IV. Adjourn

I. Call to Order

The meeting was called to order by Chair Chris Farley at 3:14 p.m.

II. Discussion Items

1. 2017 KRCC Budget.

Administrator Hart updated the Executive Board about the budget review meeting on 11/17 when the communications budget was presented to the Commission and Budget Committee. The Budget Committee discussed the deputy communications director position, questioning the need for the position and criticizing Linwood for not being in Center more, even though he needs to go to the training and legislative meetings on the upcoming mandates and technology changes. Surplus being used for capital was also discussed.

The Budget Committee felt that the communications budget was too high, and ultimately decided to cut the arbitrary figure of \$40,000 from the bottom line. The Commission voted to budget the full requested amount and voiced support for Director Lothrop and his efforts. Administrator Hart had asked Director Lothrop the next day to reach out to the other counties because the Budget Committee had asked how many other counties had deputy directors, what each county had for a budget for their Center, staffing levels, call volumes (911 vs. nonemergency), etc.

If the \$40,000 doesn't get approved, the 11th dispatcher position that was approved in the 2016 budget goes away and the Budget Committee doesn't seem to understand that. Administrator Hart wanted to know what the Board wanted to do. The Commission, Executive Board, and Administrator all support the position but the Budget Committee doesn't for some reason. The position could be funded out of surplus for 2017, but doing that would lower the Communications surplus to 11%, which is really low so that is not recommended.

The Commission has been able to over-ride the Budget Committee before, but only when the Committee was split. In this particular instance, the Committee all seems to be voting the same. The Commission could vote after the budget process to fund the position, but that tends to be awkward the next time the Commission meets with the Budget Committee because then the Committee feels like the Commission went behind their backs.

There was a discussion about how the Budget Committee did not understand that the deputy position isn't an additional position added to the budget but is a reclassification of an existing dispatcher position. This means that Committee Chair Bob Duke is wrong in his estimation of how much of an increase a deputy director would be in the 2017 budget. The increase is simply the difference between the two positions.

Account	Deputy Director (6 months)	Dispatcher (12 months)
Salary	\$28,735	\$34,050
FICA	\$2,198	\$2,605
Health Insurance	\$9,459	\$18,463
Flexible Spending	\$51	\$85
Workers Compensation	\$138	\$163
ICMA	\$2,011	\$2,383
Total	\$42,593	\$57,749

Director hire date 7/1/16, Grade 16 Step 8 / Dispatcher Grade 11 Step 1

Several suggestions were made, including changing the chart to compare 12 months instead of comparing 6 months against 12 months, and showing the ratio of the number of calls per dispatcher to compare the County to other communications centers.

It was discussed that the Budget Committee wanted to make the cut for several reasons: the Committee didn't think the deputy director position was necessary and assumed it was an additional position which they definitely didn't like, they felt that the Communications budget was too greedy in terms of technology expenses, and Budget Committee Chair Bob in particular just felt that the 7% increase over 2016 was just too much. The department has been at 14 total employees since 2012, so Bob Duke's comments about the department increasing staff constantly is not accurate. It is also not true that the budget goes up \$87,000 for the deputy director position. It only goes up \$13,000 for 6 months.

Administrator Hart said that he'd also had to explain, again, that the HR functions that the deputy director would be responsible for is not redundant and does not supplant the work that HR consultant Laurie Bouchard provides for the County. The deputy Director would be dealing with more of day to day operations, discipline and personnel issues, and union negotiations.

It was suggested that the members of the Executive Board talk with the Budget Committee members from their own towns to try and help the Committee understand things. Director Lothrop felt like the Committee didn't understand how much the Executive Board works with him on his budget and how carefully it is reviewed. It also needs to be noted that the Commission was fully in support of the deputy director position and the Communications budget as well.

There was a discussion of how much information should be given to the Budget Committee to help educate them, clear up some confusion, but without overwhelming them with too much information. Adam Miceli was calculating calls per dispatcher and would get that out to everyone. Administrator Hart and Director Lothrop will put together other information, preferably with a one-page document summarizing the most important information. The chart created by Finance Director Robinson showing the cost differences between the deputy director position and a dispatcher position will be updated to show one full year for a better comparison.

III. Other Business

Next Meeting

January 18, 2017 at 3 p.m.

IV. Adjourn

- Ray Sisk motioned to adjourn. Craig Cooley seconded the motion. A vote was taken with all in favor.

Meeting adjourned at 4:21 p.m.

Respectfully submitted,

Candice Richards
Administrative Assistant