

# Knox Regional Communications Center Executive Board

Wednesday  
January 18, 2017  
3:00 p.m.

A meeting of the Executive Board of the Knox Regional Communications Center took place on **Thursday, April 7, 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; Jesse Thompson, Union EMS; Rockland PD Deputy Chief Chris Young; and Ruston Barnard, Rockland Fire/EMS. **Members absent:** *Knox County EMA Director Ray Sisk.*

**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 Action Items:**
  1. Approval of Board Minutes of August 24, 2016
  2. Approval of Board Minutes of October 19, 2016
  3. Appointment of Officers:
    - Chair
    - Vice Chair
    - Secretary
- III. 3:05 Discussion Items:**
  1. New Hires
  2. Fire Protocol Training
  3. Digital Radio Position Paper
  4. Deputy Director Position
  5. Budget Review – Education
  6. Bob Coombs' training class
- IV. Other Business**
- V. Adjourn**

## **I. Call to Order**

The meeting was called to order by Chair Chris Farley at 3:08 p.m.

## **II. Action Items**

1. Approval of Minutes of August 24, 2016.
  - Jesse Thompson motioned to approve the minutes. Rusty Barnard seconded the motion. A vote was taken with all in favor.
2. Approval of Minutes of October 19, 2016.
  - Jesse Thompson motioned to approve the minutes. Craig Cooley seconded the motion. A vote was taken with all in favor.

### 3. Voting in of Officers for 2017.

- Rusty Barnard made a motion to keep the same officers for 2017: Chris Farley as Chair, Craig Cooley as Vice Chair, and Candice Richards as Secretary. Adam Miceli seconded the motion. A vote was taken with 5 in favor (Rusty Barnard, Adam Miceli, Chris Farley, Chris Young, and Jesse Thompson) and 1 abstention (Craig Cooley).

## III. Discussion Items

### 1. New Hires.

Director Lothrop gave some info about Scott Entwistle and Jason Seavey, the two most recent new-hires that will be starting training soon. Tim Robinson and Taylor Benzie are both doing really well with training. Taylor is already certified.

### 2. Fire Protocol Training.

Director Lothrop explained that Portland has started their fire protocol training and it is going well. Knox County is scheduled to do the training in October of this year. Director Lothrop will send out the training dates as soon as they have been provided to him.

### 3. Digital Radio Position Paper.

Director Lothrop gave everyone a copy of the draft of a Position Statement (mission statement) that will explain to the municipalities the KRCC Executive Board's position on the future of the communications in Knox County and implementing technological changes. After the Statement has been finalized, the next step will be to develop a timetable for implementation. Director Lothrop asked everyone for feedback on the mission statement so he can finalize the draft and get it ready to go out. He is still working on finding grants that will help the municipalities be able to purchase the new radios. All of the digital infrastructure is already in place. The "switchover" will mostly just consist of the end users changing their connection.

Chris Farley asked if anyone knew if any of the departments have started buying the new radios yet. Both Rusty Barnard and Jesse Thompson said that they are in the process of buying some now. Chris Farley said that he purchased one from Bruce Marcus for \$550. Jesse Thompson is looking at RCM quotes. Director Lothrop noted that it doesn't matter what brand it is as long as it's a DMR (Digital Mobile Radio). He said he'd get out a list of possible models that will meet the requirements so agencies will know what to buy.

### 4. Deputy Director Position.

The job description for the position has been approved by the Commission but the employment ad that will go out hasn't been developed yet. It was briefly discussed where the ad will be sent and how it will be distributed. The Executive Board wanted the ad to be sent out as soon as possible in case the County needs to do more than one round of the hiring process in order to find the right person.

There was a brief discussion about how big the oral board panel will need to be. Director Lothrop will ask a deputy director from one of the counties that has one to participate, along with a member or two of the Executive Board, with the rest of the Board not on the oral board panel sitting in on the oral boards and listening. Director Lothrop asked for the Board members to email him any ideas they had for oral board questions.

### 5. Budget Review - Education.

Director Lothrop gave everyone an update on how the final budget review meeting went with the Budget Committee and some of the issues that came up with them this past year. Chief Farley had attended the meeting and voiced his opinion, but to no avail. The Budget Committee doesn't seem to want to be forward thinkers or worry about what might be needed in the future. They referred to the new position as the "elephant in the room" and didn't think the Center needed a deputy director, implying that Director Lothrop wouldn't need a deputy director if he was around more instead of

attending meetings, trainings, etc., The Committee clearly did not understand the level of responsibility and amount of learning he needs for coming technological and operation changes that will affect the Communications Center. The Budget Committee Chair said that Director Lothrop had no loyalty to the County and was going to all those meetings and training sessions for his own reasons. The Budget Committee was only interested in how small of an amount the Center is able to get by on for 2017. They also didn't understand about the reserve accounts and thought Director Lothrop was just hiding money away for him to use later when no one was looking. In the end, the Commission had to vote at the next Commission meeting spend \$40,000 from reserves to bring the KRCC budget back up to the original amount because the Budget Committee had cut it by \$40,000 at the public hearing. The commissioners had tried to override their vote, but the Budget Committee was able to shut that down with a 2/3rds vote. The plan now is to use the next quarterly budget meeting to educate the Budget Committee on these issues. The Executive Board may be asked to attend to show support.

6. Bob Coombs' Training Class.

Director Lothrop explained that Dispatcher Bob Coombs and the other staff had spent time and effort into developing the syllabus for the radio operations etiquette, etc. class to help agencies train their Fire and EMS in proper use of the radios, but no one has expressed any interest in the classes. Adam Miceli suggested making the training a prerequisite for getting County support for grants, etc. towards purchasing of the new portable radios for the digital system. Other Board members said that they liked that idea.

#### IV. **Other Business**

Wrecker Radio Usage

Chris Farley said that he had heard from Fire Chief Meunier from the Town of Washington who wanted to know if there are any guidelines for town truck drivers or tow truck drivers using communications. Apparently, a wrecker driver talked right over a deputy the other day and so the deputy wasn't heard. Director Lothrop said that they should not ever be on the KRCC frequencies but if they use the SO frequencies, he can't do anything about it because the County Sheriff owns it.

Next Meeting

The next meeting of the Executive Board was scheduled for Wednesday, April 19<sup>th</sup> at 3:00 p.m.

APCO Conference

Director Lothrop let everyone know that the Association of Public Safety Communications Officers (APCO) is having their conference this year on October 21 - 25 at the Samoset. The topics will be heavy on communications, fire and EMS protocols, etc. Closer to the date, Director Lothrop will distribute information on the training that will be available. There will also be a couple days of vendors there so agencies can see some of the products.

#### V. **Adjourn**

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

Meeting adjourned at 3:59 p.m.

Respectfully submitted,

Candice Richards  
Administrative Assistant