

# Knox Regional Communications Center Executive Board

Thursday  
April 7, 2016  
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; and Knox County EMA Director Ray Sisk; and Rockland PD Deputy Chief Chris Young. **Members absent:** *Ruston Barnard, Rockland Fire/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 Action Items:

1. Approval of Board Minutes of September 16, 2015 and September 23, 2015.
2. Voting in of Officers for 2016.

## III. 2:35 Discussion Items:

1. Digital Radio Presentation
2. Fire Protocols Coming in Fall
3. Open House April 16<sup>th</sup>
4. Review of KRCC Hiring Process & Recommended Changes

## IV. Other Business

## V. Adjourn

## I. Call to Order

The meeting was called to order by Chair Chris Farley at 3:05 p.m.

## II. Action Items

### 1. Approval of Minutes of September 16, 2015 and September 23, 2015.

- Craig Cooley motioned to approve September 16, 2015 and September 23, 2015. Jesse Thompson seconded the motion. A vote was taken with all in favor.

### 2. Voting in of Officers for 2016.

- Ray Sisk made a motion to keep the same officers for 2016: Chris Farley as Chair, Craig Cooley as Vice Chair, and Candice Richards as Secretary. Adam Miceli seconded the motion. A vote was taken with all in favor.

## III. Discussion Items

### 1. Digital Radio Presentation.

Director Lothrop reminded everyone that Bruce Marcus would be at the Users Group meeting and would do a presentation on radios. There will be some portable radios to loan out to agencies to give them a chance to try out the equipment. Director Lothrop had done some field testing with Mr. Marcus

using the radios to make sure that the network is dual mode, and it is. Everywhere he tested the radios, the transmission was crystal clear. There may be confusion about why the County is having the presentation this early on, it is something everyone needs to be aware of because the change to digital will solve a lot of communications issues and the change will be required in the future anyway. Analog and digital radios won't be able to talk to each other unless you switch a dual mode radio from digital to analog, or visa versa. That is one of the negatives for the change, but the positives likely outweigh the negatives. One issue that Director Lothrop planned to ask Mr. Marcus was about how it would work doing pages with digital equipment. He didn't know if the County would have to look at leaving KRCC as a page-only environment. The two channels the County has now: Knox Law and KRCC will become 4 channels. The new equipment should still work in analog so agencies shouldn't have to touch their infrastructure.

Ray Sisk noted that the good thing right now is that the cost of digital has come down significantly in the last few years but it will still be expensive to replace everybody all at the same time. Once the FCC mandates going digital, the manufacturers will know you're going to have to buy from them so there's no motivation for them to drop the prices trying to attract you. The prices will go back up. He added that the state system, which is Harris, is full digital. The audio quality is amazing but unless you have a Harris radio, you can't talk in the system.

2. Fire Protocols Coming in Fall.

Director Lothrop explained that the state is drafting the ruling and formatting the legislation to make this effective. He hoped that would be done this summer and rolled out in October.

3. Open House April 16<sup>th</sup>.

Director Lothrop let everyone know that the KRCC is having an open house on April 16<sup>th</sup>. We'll have various public safety vehicles and a LifeFlight helicopter (weather permitting). Everyone is welcome.

4. Review of KRCC Hiring Process & Recommended Changes.

Chief Farley said that he participated in the dispatcher oral boards on Monday. He noted that it was good having a dispatcher on the interview board because both of the applicants asked the dispatcher questions.

Director Lothrop added that he had changed up the schedule so that all the testing (Criticall, polygraph and psychological exam) is done within one week of the oral board, which streamlined the process. An offer of employment is going to be made to both of those interviewed.

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

##### Director Lothrop's 2016 Annual Performance Evaluation

Director Lothrop thanked the Executive Board for participating with his review because it gave him the opportunity to hear what everyone thought. One of the comments had been to receive more updates so Dr. Lothrop handed them all a copy of his monthly report that he submits each month to the County Commission.

##### Call Statistics

Director Lothrop handed out a chart of KRCC's call statistics and the various breakdowns. The trend shows how we're becoming more of a wireless age. There were 12,464 calls for the month of March, 74% of which were wireless.

##### RadioReference – Broadcasting Radio Frequencies Online

Ray Sisk asked about the possibility of putting the KRCC's Fire and EMS frequencies on the internet. The public might be interested in having that access since it's about the same as listening with a scanner. The only cost would be the cost of the equipment, which is mostly just a computer, a radio, and an interface box. Most of the New England states are already doing it.

Director Lothrop stated that he was against in doing something like that and noted that when the agencies start using the digital equipment, it wouldn't work anyway. Administrator Hart was concerned about the potential liability. Chief Farley asked Ray Sisk to have information for the next meeting and it will be put on the agenda for the meeting in July.

#### Next Meeting

The next meeting of the Executive Board was scheduled for Wednesday, July 27<sup>th</sup> at 3:00 p.m.

#### IAR Testing

Chief Farley asked Director Lothrop if he could set a time to send out some test IAR messages. Director Lothrop said yes.

#### Washington Fatal Crash

Director Lothrop talked about what an exceptional job Dispatch Supervisor Melissa Simmons and Dispatcher John Gamage did great during the Washington fatal accident incident. It was suggested that the Executive Board should write a letter to put in their personnel file honoring them.

- Ray Sisk made a motion to present the two dispatchers a letter from the Executive Board. Craig Cooley seconded the motion. A vote was taken with all in favor.

It was noted that Administrator Hart would write the letter on the Board's behalf.

#### Telecommunicator's Week

Director Lothrop noted that the Commission was going to honor all of the dispatch staff at the upcoming regular Commission Meeting as part of National Telecommunicator's Week. He said that he wanted to honor Supervisor Simmons and Dispatcher Gamage at that time as well.

## **V. Adjourn**

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

Meeting adjourned at 4:04 p.m.

Respectfully submitted,

Candice Richards  
Administrative Assistant