

Inter-Agency Cooperation Group

Camden PD – Rockland PD – Rockport PD – Thomaston PD – Knox County (KRCC, DA, Sheriff, Administration)

The first meeting off the Inter-Agency Cooperation Agreement Group Committee took place on Tuesday, August 10, 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 Phil Roberts, 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 (*arrived at 10:45*).

Others in attendance: Knox County CIO/CSO Jeff Lake (*arrived at 10:41*); Knox County Technical Support Specialist Mike Dean (*arrived at 10:39*); and Knox County Executive Office Administrative Assistant Candice Richards.

AGENDA

Tuesday – August 10, 2010 – 10:00 a.m.

- I. 10:00 Meeting Called To Order by County Administrator**
- II. 10:01 Election of Officers**
 - 1. Elect Chair for 2010
 - 2. Elect Vice-Chair for 2010
 - 3. Elect Treasurer for 2010
- III. 10:10 Discussion Items**
 - 1. General discussion
 - 2. Grants
 - 3. Meeting Dates
 - 4. Items for September's meeting agenda
- IV. 11:00 Other Business**
- V. 11:05 Adjourn**

Meeting commenced at: 10:24 a.m.

Election of Officers

Administrator Hart opened the meeting by explaining that it was the initial meeting and that the 30-day deadline to elect officers for the committee has been met by having the meeting. He called for the election of officers for the committee.

- Chief Roberts nominated Chief Kelley for chairman; Chief Boucher and Chief Haj both seconded; A vote was taken with all in favor.

Chief Kelley asked for nominations for vice chairman.

- Chief Roberts nominated Chief Haj as vice chairman; Chief Kelley seconded; a vote was taken with all in favor.
- Chief Haj nominated Kelly Perry for treasurer; Chief Roberts seconded; a vote was taken with all in favor.

There was some confusion about what the treasurer's duties would be since the county administrator and county finance director would be handling the budget. The Inter-Agency Cooperation Agreement did not really clear up the question.

Chief Kelley noted that the recorder of minutes for the meetings was already set in place by virtue of the Agreement (*the County Executive Office Administrative Assistant*).

[TSS Dean arrived at 10:39 a.m.]

General Discussion

Chief Kelley began the discussion by saying that he wanted to get the Group organized and to schedule future meetings. He also wanted to focus on ways that the Group could work better with the County IT staff to have a good working relationship and ensure a better end-product. He asked about what the IT staff planned to include in the 2011 County budget in relation to resources used by the agencies as part of the Inter-Agency Agreement. He wanted to make sure the IT staff knew that the Committee would do whatever it could to support the IT staff's budgetary requests during the budget process. TSS Dean commented that in 2010 the server had been upgraded to a brand new server.

[CIO/CSO Lake arrived at 10:41]

CIO/CSO Lake commented that the county administrator was planning on moving software support from the Sheriff's Office budget to the Administrative budget, which is where IT expenses are currently budgeted. The server that had recently been upgraded should be good for another 3 to 5 years. The County is going to budget to replace the remote access server that is in place at 327 Park Street. That had grown out of an experiment from when the County wanted to provide remote access to callers and eventually ended up supporting 25 County vehicles. The County would really like to have something that is supported, current, and allows authentication and be in compliance NCI regulations. He said that he expected to spend about \$5,000.

Grants

Chief Boucher asked if all of the money from the grant the County received and used to buy radio equipment had all been used up. He suggested asking EMA Director Ray Sisk about it. CIO/CSO Lake stated that he believed the money had been used up. TSS Dean added that \$50,000 of it was spent on the Spillman server.

Chief Kelley asked if upgrading can be done in stages or if it had to be done all at once to be the most effective. Director Lothrop said that the County needs a geo-based Spillman system because it makes it easier for the Fire/EMS system. The County spent \$105,000 on consultants to look at County computer technology services to see what's lacking. Geo-tracking plots the location of the emergency and

provides other vital information, such as which agency should respond to the emergency, digital imaging, and automatic info such as hazardous materials. Currently, 911 alone does not have access to this information.

[Sheriff Dennison arrived at 10:45 a.m.]

Chief Kelley recapped the meeting thus far to the Sheriff.

Administrator Hart said that the County can certainly look into adding geo-tracking to the Spillman system. If there isn't grant funding available, the County could look at funding in budget. The County hasn't been doing well at looking into planning the future with technology and has instead just kept putting off expenses when it would have been better to upgrade as time passes, instead of having to do a major overhaul. If the technological expenses make sense, they should be brought up during the budget process.

Chief Boucher commented that the Inter-Agency Committee can enter into agreements and sign grants without needing to get permission from the Commission or County Budget Committee to go through the process of applying for and using grant money. Chief Kelley said that since everybody has a workload, he thought it might be easier to work with the county administrator on the grants. Chief Boucher suggested doing whatever could be done to be able to apply for grants.

Director Lothrop said that he receives a lot of McMaster's emails, which includes grant information but are mostly specific to law enforcement. It will, however, allow the purchase of communication equipment being used for law enforcement purposes. Chief Kelley added that if there's a way to access grants that improve dispatching and communications, anything would be helpful. Director Lothrop will start forwarding the emails to the board when he receives them. Chief Boucher thought it would be appropriate to developing a strategic plan to work on grants. He said that he would be happy to chair a sub-committee to work on that.

Chief Kelley asked who else should serve on the sub-committee. Chief Boucher suggested the IT staff, a DA's office rep, and the Communications Director.

Chief Kelley asked when the County budget process starts. Administrator Hart answered that it starts in September but that the Budget Committee and the Commission doesn't officially meet for budget review sessions until October. Chief Boucher asked if the County already had IT priorities in mind for the 2011 budget that would prevent the Group from adding to the budget.

Chief Kelley commented that if there were any grants that require a match, it could be presented to the Commission to the Budget Committee for approval. TSS Dean said that the Group needs to think strategically before applying for funding.

Chief Kelley asked if there was a deadline that the Group should aim for in October to come up with funding options so that there would still be sufficient time to present any requests for financial matches in the County's budget to the Commission and Budget Committee. Chief Boucher asked if there were there any grants that the Group knew about already or if Chief Kelley was thinking more in general terms. Administrator Hart commented that the Budget Committee would want any funding placed in the County budget to be earmarked for something specific.

Chief Boucher said that 30 days is a quick turn-around to come up with something like that. Chief Kelley asked if the first of October could be set as an ultimate deadline. Administrator Hart said that just because the budget process starts in October doesn't mean that the Group would have to have a plan before then. Anything can be added or removed from the budget up until the final vote/ approval of the budget.

TSS Dean commented that he thought would it make sense to start a fund for a grant match. Administrator Hart said that the County has a grant fund that he was not sure how much is in it.

Chief Kelley asked if the county administrator could get that information for the next Group meeting. There is a window of possibly 60 days to come up with a plan. Chief Boucher could give the Group an update at the next Group meeting in October.

Chief Boucher stated that the Group needs to look at short-term needs/goals and long-term needs/goals. The grant that was recently written for the encryption software is pretty pressing. The costs for the most expensive software were used when writing the grant. The grant administrator indicated that there may also be some additional funding that may be attainable because things have changed. He said that the Group needs the opinion of the IT staff of the various software presented; such as, which software suits us best? When it comes to purchasing and using that funding, the Group needs to maximize its capabilities and have everyone using the SAME software to avoid any extra problems. If the Group has to tap another source of funding to do accomplish that, we will. Some specific recommendations from IT are needed so that it can be determined which software is the best product for the best price.

CIO/CSO Lake said that in terms of costs, "Truecrypt" was the cheapest if the agencies did not want to pay for the software. It is adequate and the agencies would not have to pay for the software, but there are still costs associated with managing it. If you pay for the software, they have enterprise versions with an administrative ability, but for laptops or computers not connected to the network would have to be individually updated or maintained by the IT staff.

Chief Boucher asked if the security level of Truecrypt met the state requirements. TSS Dean responded that it does and that the normal, average person would not be able to break the encryption. Only major hackers would know the flaws. It's not commercially supported (it's open source) so the purchase cost is zero but there are costs for paying whoever installs, upgrades, and maintains it. It takes several hours for each lap top to be set up. For the cost, Truecrypt is definitely a decent option.

Chief Kelley asked if it was possible that adding new software or hardware to the computers later on could pose a problem. TSS Dean answered that you just upgrade as necessary.

Chief Boucher commented that first the Group needs to get the grant but that the Group also has funding already that should be look at. There are also have other avenues, including forfeited assets. He suggested setting aside a fund to put that money into for a matching fund if one is needed.

Meeting Dates

There was a brief discussion about possible dates and times that would work best for the Group to meet in the future. The third Tuesday of each month for the rest of 2010 was picked as a way to ensure that the meeting dates were not confusing and so that the Group could be more organized and focused by

the end of the year. In 2011 the meetings will be held quarterly as set up by the Inter-Agency Cooperation Agreement.

The following dates and times were scheduled:

1. September 21 Tuesday 10 a.m.
2. October 19 Tuesday 10 a.m.
3. November 16 Tuesday 10 a.m.
4. A decision will be made at the November 16th whether or not the Group wants to meet in December (the third Tuesday in December is the 21st).

Chief Boucher said that he would try to have a meeting of the Grant Sub-Committee scheduled within a couple of weeks.

Items for September's Meeting Agenda

Chief Kelley asked that suggested agenda items be emailed to him over the next four weeks. He asked for suggestions for possible agenda items for September's meeting.

Possible agenda items for the next meeting:

Update from County Administrator re: grant reserve money County already has

Update from the Grants Sub-Committee on possible grants for IT upgrades

Clarification of IT staff's role – their advisory capacity to the committee

- Chief Roberts motioned to adjourn; Chief Boucher seconded; a vote was taken with all in favor.

Meeting adjourned 11:18 a.m.

Respectfully Submitted,

Candice Richards

Administrative Assistant

Inter-Agency Cooperation Group Recording Secretary