

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, February 15, 2011 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 Prosecutorial Assistant Shane Riley; Chief Mark Kelley, Rockport PD; Chief Kevin Haj, Thomaston PD; and Knox County Sheriff Donna Dennison.

Others in attendance: Knox County Technical Support Specialist Mike Dean; and Knox County Executive Office Administrative Assistant Candice Richards.

AGENDA

Tuesday – February 15, 2010 – 10:00 a.m.

- I. 10:00 Meeting Called To Order by Committee Chair**
- II. 10:01 Discussion Items**
 - 1. Revisit Spillman access for the State Police
 - 2. Fire/EMS sub-committee to report their progress to the Group
 - 3. Update on Fire Grant via Spillman (Mike Dean)
 - 4. Data Standards (Stephanie Gibbs)
 - 5. Spillman Onsite Audit (Mike Dean)
- III. 10:50 Other Business**
- IV. 11:00 Adjourn**

I. Meeting called to order

Board Chair Chief Kevin Haj called the meeting to order at 10:00 a.m.

II. Discussion Items

1. Revisit Spillman access for State Police

Chief Haj explained that since the last meeting when this topic was discussed, it was determined that there would be costs associated with giving the State Police both read/write ability on Spillman, which was not known at the last meeting:

- 1. \$21,000 to add 4 people not counting maintenance agreement increasing
- 2. \$32,000 if we want Spillman to come out and train them

There was a discussion regarding having the Group Chair write a letter to Lt. Tripp explaining that because of the costs involved, there are only two options available to the State Police. The Group could then re-evaluate in six months to see if things are working for Knox County. The two options are:

1. read only
2. all – buy in with \$21,000 + maintenance fees

- **A motion was made by Chief Bruce Boucher to write a letter to Lt. Tripp with the two options and invite him to next meeting and ask him to let us know if he can attend. The Group will re-evaluate in six months.. The motion was seconded by KRCC Director Linwood Lothrop. A vote was taken and passed with 6 in favor:**

Members that voted in favor: 6

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

Members that voted against: 0

None.

Members that did not vote in any form: 1

K. Leland (not in attendance at the meeting)

2. Fire/EMS subcommittee

Chief Boucher explained that nothing has changed since last meeting in January. Knox County has already paid for Fire and EMS modules but just for dispatch to use. There would be costs to get other agencies to be able to use the modules unless they are just given read-only access. He asked TSS Dean to find out what it would cost for an existing town to add Fire/EMS to their system. He said that the sub-committee also planned to follow up with some other county contacts and will go visit them to see how those counties are using the Fire and EMS modules and see how it's working for them.

3. Update on Fire Grant via Spillman

There was no update other than the grant information wasn't clear enough to figure out if the County or the municipalities qualify for some of the grants, let alone how to submit an application.

4. Data Standards

KRCC Director Linwood Lothrop said that Dispatch Supervisor Stephanie Gibbs had been called into work overnight so she couldn't attend the meeting. She had asked him to ask that board members relay any changes/suggestions to her and she'll incorporate it into the document.

5. Spillman Onsite Audit

TSS Dean explained that Spillman has offered, free of charge, to do an onsite audit which involves having a Spillman rep come review the physical, software, and hardware setup to see if it's all as it should be system-wise, and to see if the County is using what the County has been paying for. They will also check to see that all security holes are closed, etc. The dates suggested by Spillman are during the week of April 4th. The auditor would come here, look through everything, and then sit down with everybody to discuss the results.

- **A motion was made by Chief Bruce Boucher to request an onsite audit from Spillman and to schedule the Group's monthly meeting directly after the audit is completed to have a Q&A session with the Spillman auditor. The motion was seconded by Chief Mark Kelley. A vote was taken and passed with 6 in favor:**

Members that voted in favor: 6

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

Members that voted against: 0

None.

Members that did not vote in any form: 1

K. Leland (not in attendance at the meeting)

III. Other Business

1. Items for March's meeting agenda – March 15th at 10:00 a.m.

- Update on State access to Spillman – invite Lt. Tripp
- Update on Costs for towns to buy into Fire/EMS in Spillman (Mike)
- Invite subcommittee for Fire/EMS to report on their progress
- Data Standards Review - Stephanie

2. Items for April's meeting agenda

- Q&A with Spillman Site Auditor

IV. Adjourn

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

Meeting adjourned 10:44 a.m.

Respectfully Submitted,

Candice Richards
Administrative Assistant
Inter-Agency Cooperation Group Recording Secretary