

Knox County

Dispatch Services Timeline

June 2, 1994 - 2014

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TIMELINE

1994

June 2, 1994	<p>Commission established a “Blue Ribbon Law Enforcement Funding Task Force” to find out if a more equitable funding formula could be determined or if restructuring of duties within the County’s law enforcement division should be initiated. Three sub-committees were formed, one of which researched communications. The following individuals served on the committee:</p> <p>Brian Powers, Hope – Chairman Donald Burke, Appleton James Elliott, Camden Christiane Hallowell, North Haven Lewis Metcalf, Rockland Richard Gardner, Cushing Donald Willard, Rockport Edward Sleeper, South Thomaston Richard Hathaway, Thomaston Christine Savage, Union Alton Oakes, Vinalhaven John Crabtree, Warren</p>
June 14, 1994 Commission Meeting	<p>The Chief Deputy asked to partially fund the transfer of the dispatch area with the sale of a car. The Commission said that this should be discussed during the budget process.</p>
July 13, 1994 Special Commission Meeting – Quarterly Budget Mtg.	<p>Town of Washington had not decided if they wanted Knox to provide dispatch services or not. Sheriff Davey wanted to use money budgeted for a repeater (contingent on Washington’s participation) to pay for relocating Dispatch, and would budget next year for the repeater. No decisions made – Commission just wanted to keep the Budget Committee up to speed.</p>
August 9, 1994 Commission Meeting	<p>Sheriff Davey asked to use capital carryover funds to relocate dispatch. Said it was a critical time because of the start of E-911. Wanted the dispatch area to be the entrance for the public since it is manned 24/7. Claimed his department was not ready for E-911 because of the location of dispatch. Would only meet the standards required for a PSAP if dispatch were moved.</p> <p>Voted to allow the Sheriff to spend no more than \$7,000 of capital carryover to move dispatch from the jail side of 327 Park Street to the Law Enforcement side of the building; motion carried 2 to 1.</p>
September 27, 1994 Joint Budget Meeting	<p>KCSO now listed as one of 63 PSAP’s in Maine. Sheriff budgeted \$5,000 for a repeater but commissioners not convinced it would be worth the expense. Washington had not agreed to join the County, and Union might not either if Washington didn’t. Dispatch center was physically moved on September 22, 1994. Commissioners were reluctant to approve budgeting for a repeater.</p> <p>Request was tabled until a later Budget meeting 2 to 0.</p>

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<p>October 4, 1994 Joint Budget Meeting</p>	<p>Sheriff Davey asked for funding for hiring a computer consultant or “technician” to keep up the computer system as part of a three year phase-in plan to get ready for E-911 as a PSAP. The Commission voted to approve the SO budget bottom line at \$97,812 (lower than what the sheriff had requested) and told the Sheriff to “make changes where he felt comfortable so long as the bottom line for Contractual Services was no more than voted by the board.” Washington still undecided whether to go with Knox Dispatch or not.</p> <p style="text-align: center;">The Commission voted to budget for a repeater, regardless of whether Washington signed on or not. Motion carried 2 to 1.</p>
<p>December 13, 1994 Commission Meeting</p>	<p>Law-Enforcement Task Force Funding Committee had looked into county-wide dispatch services. Consensus of the Commission was that there no longer seemed a need for a committee to research this. Commission felt non-participating towns would opt for county dispatch once made available. Sheriff Davey said that the County would not be handling the E-911 system. County PSAP services would instead relay calls to dispatch centers, which would not mean replacing local dispatch centers. Either Rockland or Knox County would be the primary answering point, while the other would serve as backup. Washington and Union both contracted with the State. Warren contracted with Thomaston. Knox could not provide more dispatching without another repeater. Commissioners asked for a report at the next meeting.</p>
<h3 style="margin: 0;">1995</h3>	
<p>January 10, 1995 Commission Meeting</p>	<p>Sheriff Davey presented the Commission with a written memorandum. He did not believe all options for dispatching had been explored. Suggested forming a committee to do so. Used Oxford, Washington, and Lincoln Counties as examples.</p> <p>The Commission decided to wait to see what would happen at the next MCCA meeting (where more info would be provided) before making a decision.</p>
<p>February 14, 1995 Commission Meeting</p>	<p>Law Enforcement Funding Task Force Committee preliminary report was presented. The report concluded that:</p> <p style="padding-left: 20px;">“There is opportunity for substantial savings county-wide by shifting from individual public safety dispatch facilities to one regionalized control point. Last year Rockport shifted some of its dispatch functions to the County and saved the town over \$50,000. Because of the eminent establishment of a state-wide Enhanced-911 system, creation of regionalized Public Service Answering Points (PSAPs) the new state bureau of Emergency Communication Services, and numerous significant advances in communication technology, it is evident that a cooperative effort in delivery of public safety communication services can dramatically improve the quality and reduce overall costs of this essential service.</p> <p style="padding-left: 20px;">We recommend that a specific committee be created and tasked with reviewing countywide emergency and public safety needs. Their mission is to develop costs and recommend a structure for reorganizing those services into a central control point that satisfies our regional needs and is current with today’s technology. The committee should be comprised of representatives from business, fire, emergency, and police and should be chaired by a business person to ensure impartiality in their efforts and findings.”</p>

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The following chart was included in the conclusion of the report:

Town	Budget County	Per Capita	Patrol	Reserves	Dispatch/ Clerical	Vehicles	County %	1990 Population
Camden	598,231*		9**	0	4	3	13.9%	5,060
	(130,444)	\$144						
	(17%)							
Rockport	232,106*		3	18	1	3	7.9%	2,854
	(89,009)	\$113						
	(11.6%)							
Rockland	1,068,735*		19	0	6	6	22%	7,972
	(107,425)	\$100						
	(14%)							
Thomaston	315,678*		5	3	3	3	9.1%	3,306
	(15,784)	\$100						
County	767,319***	\$24	18	0	6	12	100%	(36,310)
TOTALS	2,982,069	---	54	21	20	27	---	19,192
								52%

1. **Assumes 35% for employee benefits*
2. *** Does not include ticket officer*
3. ****Assumes 42% for employee benefits*

Sheriff Davey was asked what would be necessary to provide dispatch services to the entire county. He said he would need the repeater he'd been asking for, and a committee to determine the best and most cost effective way to run a centralized dispatch center. The towns, especially fire chiefs, would need to be convinced if it was ever to succeed. The county could get by for a short time with current equipment and personnel, but would eventually need more.

The City of Rockland was circulating a ten-page survey. Some community members felt it was an insult to the SO. The City Mayor was on the Knox County Budget Committee and it was suggested that he would ensure the success of his own dispatch center by preventing the County from increasing personnel or buying new equipment. The survey had been sponsored by the local Mutual Aid Department. Several fire chiefs and ambulance directors were concerned about being "put on the back burner" if centralized dispatch services were provided.

Knox County was only currently providing services for North Haven, Vinalhaven, and the 2nd and 3rd shifts for Rockport.

The Commission voted on the motion that it was the County's philosophy to offer dispatch services to surrounding communities "at no charge – no fees – no contract". Motion carried unanimously.

The Commission voted to authorize the sheriff to put together names of a group of people for consideration for a communications committee for the purpose of establishing a county regional communications center. Motion carried unanimously.

Lt. Butler informed the Commission that the SO had obtained a 120 foot radio tower for free, which would greatly improve communications.

March 14, 1995
Commission Meeting

Sheriff Davey felt that the communications committee should include fire and police personnel to help avoid territorial issues. The sheriff and commissioners were invited to attend the upcoming Mutual Aid Fire Association meeting in Union. The Sheriff did

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not have a list of names for a committee yet because he wanted to wait until after the Mutual Aide group met. The topic was placed on the Associations agenda. It was unclear if the County would be able to handle fire calls, but it was still important to have fire personnel on the committee.

May 1, 1995
Special Commission Meeting

Present: Sheriff Davey, County EMA Director Birmingham, Camden Fire Chief Hensler, Camden Police Chief Burgess, Rockland Fire Chief Wooster, Rockland Police Chief Ockenfels, South Thomaston Selectman Edward Sleeper, and South Thomaston EMA Director Brown.

Sheriff Davey asked permission to form a committee to explore regional communications for the entire county. He suggested the following makeup: 2 fire chiefs, 2 police chiefs, 1 EMA Director (County), 1 EMS person, 1 dispatcher, 1 chief deputy (County), and 2 civilians.

At the Mutual Aide Association meeting the association did not “vote to embrace the concept” but were willing to cooperate with the study. The ultimate decide to participate in regional communications is ultimately up to the elected officials in the County and Municipal level – not local fire chiefs. The chiefs do, however, want to be involved in the study. It was noted that it was possible towns would not consent to participate until the County already had the system in place to provide the services. Some towns might save money by having the County provide the services because maintaining an effective communications system and the equipment is expensive.

The Commission voted to establish a Knox County Communications Committee as follows:

3 fire chiefs, 3 police chiefs, 1 EMA Director, 1 EMS person, 1 dispatcher, 1 chief deputy, 2 civilians (names to be submitted to the Commission by the committee), and 1 other civilian to be appointed by the Commission.

The purpose of this committee was to study the communications needs of the County as a whole and determine whether regional communications at the county level will “work or it won’t”. There was some concern that this committee would “rehash” the work already done by the Law Enforcement Funding Task Force. Sheriff Davey said that the Task Force Committee had not studied the technical aspect of regionalizing dispatching services. The Commission was encouraged to consult with the Mutual Aide Association to establish the committee’s purpose.

The Commission voted to instruct Sheriff Davey to coordinate with all interested parties and bring the matter back at the Commission meeting on May 9, 1995, along with the names of 3 fire chiefs and 3 police chiefs that he wanted to recommend to the Commission would serve on the committee.

The Commission (did not vote but apparently) unanimously agreed that the committee be given until the Commission’s August 8th meeting to complete their study. A list of duties for the committee to accomplish would be assigned at the May 9th meeting.

May 9, 1995
Commission Meeting

After a discussion, the Communications Committee was formed as follows:

Tom Johnston, Assistant Fire Chief – Washington
William Packard, Deputy Fire Chief – Union
Malcolm Hyler, Fire Chief – Thomaston

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Alfred Ockenfels, Police Chief – Rockland
 Terry Burgess, Police Chief – Camden
 Forest Doucette, Police chief – Rockport
 Sylvia Birmingham, EMA Director – Knox County
 Brian Fields, EMS – St. George
 Jeffrey Lake, Dispatcher – Knox County (formerly worked for Camden)
 John Carroll, Chief Deputy – Knox County
Civilian – to be submitted by the Committee
Civilian – to be submitted by the Committee
 Ed Sleeper, Civilian – South Thomaston

Brian Powers of Hope and John Spear of Spruce Head (former Vinalhaven town manager) were mentioned as being good candidates for the two open civilian positions on the committee.

A vote was not taken on a mission statement for the committee, but it was noted that the committee should study communication services throughout the County, compare costs, look at options, and report back to the Commission by August.

June 13, 1995
 Commission Meeting

The Regional Communications Committee had already held two meetings. Members of the Committee seemed to be working well together.

The Commission voted to appoint Brian Powers and Richard Hathaway to the Committee, as well as Peter Lammert and Charles Foote, III, as submitted by the Committee.

The Committee would devise a mission statement at their next meeting. Bill Cade from Lincoln County was expected to attend and report on Lincoln County's regionalized communications center.

July 11, 1995
 Commission Meeting

Jeff Lake, Chair of the Communications Committee was working on a mission statement which would be presented to the Commission by the 1st of August.

Commission Chair Kenniston noted that a lot of time had been wasted on the Task Force Committee because of territorial feuding and that since the Commission had created by the Commission, it could also be disbanded by the Commission if it was not productive.

The municipalities were encouraged to "learn to give and take".

It was noted that the Committee meetings were taking place every two weeks in the SO training room from 6:30 – 9pm.

August 8, 1995
 Commission Meeting

Chief Deputy Carroll presented the Communications Committee Report to the Commission on behalf of the Committee, as follows:

**KNOX COUNTY COMMITTEE FOR THE STUDY OF
 REGIONALIZED DISPATCH**

July 28, 1995

To: Knox County Commissioners

Dear Sirs,

From the first meeting of the committee, we have faced many hurdles. Political differences and personality conflicts have made our work progress more slowly and less cohesively than some may have hoped, but I believe progress has been made. The purpose of this memo is to inform you of the body of what has been discussed and agreed upon by the panel.

The discussion of the board can be summarized by these three major points: First, the commitment of local municipalities to maintain control over emergency services dispatching; secondly, proposed E911 services will be too expensive for many local dispatching services to implement; and last, it is very unlikely a municipality would transfer its emergency services dispatching to a regionalized system unless that system was already providing service at a higher level than existing local service.

It was very apparent after the first meeting that the local municipalities involved are comfortable with the services being provided locally, and have no interest in transferring their responsibility for dispatching emergency services to an unproven and unknown regional plan. In addition, any shift of services from a local to a regional system will in all likelihood be determined by the vote of local tax payers. Recently, the Town of Rockport voted to keep their current locally provided dispatch service, despite a forecasted cost saving by transferring responsibility to the Sheriff's Department.

Planned implementation of E911 was a major topic of discussion for the group. Although the final figures are by no means settled, it is clear from the information we currently have that E911 is going to be very expensive for emergency dispatch centers to fully implement. So much so, that it is certainly cost prohibitive for, speaking of the county as a whole, there to be several PSAP's in the geographic area of Knox County. The plan discussed, was to propose a system by which the PSAP in the county took all 911 calls for the area, and via computer link to existing municipalities, transferred the information directly to the local dispatch center. The advantages to this method of implementing E911 are:

1. By outfitting one PSAP, and one backup, duplication of costs is reduced.
2. All 911 calls are still answered by trained personnel who are familiar with all towns within the county.
3. Local municipalities can maintain, if they choose, their own dispatch centers, while simultaneously building more cooperation and interdependence on a regional basis.

The implementation of E911 will certainly force agencies to form better ties with one another, as well as better cooperation between Police, Emergency and Fire response teams. Since there is a great degree of local independence in this county with respect to Police, Fire and Emergency Dispatching, and the anticipated E911 plan will force many changes on all agencies in the county, the panel agreed to the following concept. This is not necessarily intended to be the final word.

The statewide E911 panel suggests that there be primary and secondary PSAP's for

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the geographic area of Knox County. If there is to be a regional dispatch center, it would follow that this center would handle 911 calls for the county, with a local center performing backup functions. Via a computer link, the regional center would inform local agencies of emergency situations occurring within their jurisdiction. The regional center would have its own dispatch functions, and stress cooperation between fire, EMS and police branches of public service. It is important that the regional center be staffed with the most highly trained personnel, and perform their service at the highest level. As work continues between the regional center and local agencies, the local dispatch centers may wish to transfer some of their responsibilities to the regional center, if this occurs, the regional center should be prepared to do this with minimal cost and interruption of service. Since reduction of municipal services is ultimately a decision for the taxpayers of each particular town to make, the most prudent course of action for a regional center to make is to establish excellent service and demonstrate its effectiveness. This would allow local agencies to decide for themselves how to reduce costs and merge services with a regional center.

The board met with Mr. William Cade, Lincoln County SO, on one occasion. The points Mr. Cade made to us were: the importance of all branches of public safety to work as equals; to put political concerns behind service of the taxpayers; and to perform the services at the highest level possible. It is clear that Knox County is much less consolidated than Lincoln County as far as dispatching service is concerned, but it does not follow that we provide a lower level of service. Although the plan outlined above does not offer the immediate cost saving selected, at least in the short-term, it does have the advantage of being politically feasible.

It was noted that it appeared that the towns still wanted to maintain local control of dispatching services for the time being.

October 3, 1995
Special Commission Meeting

Sheriff Davey felt that the Commission was split on the issue of regionalized communications and that if the Commission didn't do something soon, the towns would end up contracting with the City of Rockland. He believed that Knox County should use Lincoln County as an example. He asked the Commission to "move ahead" and phase in over a three-year-period E911, which was scheduled to begin in January of 1997. He believed that it wasn't the tax payers that had a problem with regionalization – that it was the elected officials in the towns who did not want to give up their control. He stated that he could not act without Commission support. He addressed the media present and urged citizens to write letters to the Commission stating what they wanted.

Sheriff Davey was asked to get the Commission a copy of the "structure" of the organization of the communications board that oversees the operations of the Lincoln County dispatch center.

October 17, 1995
Commission Meeting

Sheriff Davey provided the Commission with copies of Regional Dispatch Committees from the counties of Washington, Lincoln and Oxford. Lincoln County was suggested as the best example to follow.

November 14, 1995
Commission Meeting

Dispatch meeting with Camden officials was rescheduled to December 6, 1995.

1996

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<p>January 3, 1996 Commission Meeting</p>	<p>Chairman Kenniston updated the Commission on a meeting held with Sheriff Davey, CD Carroll, Dispatch Supervisor Jeff Lake, and Camden Town Manager Roger Moody regarding dispatch services. Camden was applying to become a PSAP even though the City of Rockland and Knox County had already applied (that would be 3 PSAP's in one county).</p> <p>He suggested that two things needed to be determined:</p> <ol style="list-style-type: none"> 1. How many towers and what technology would be needed 2. If there was even any interest <p>It had been strongly expressed that Sheriff Davey not be in charge of the regionalized dispatch. Not all fire chiefs or police chiefs had expressed their opinion. Chairman Kenniston suggested forming a board to govern the operations of a dispatch center, to take politics away from it. The commissioners disagreed with each other on whether Fire Chiefs or town managers should be involved in the discussion.</p>
<p>January 9, 1996 Commission Meeting</p>	<p>Lincoln County Communications Center Director William Cade met with the Commission to explain the process Lincoln County had gone through to set up their communications center, which was separate from the Sheriff's Department, and the associated costs. He gave advice on how the County should go about convincing the towns to participate. The County Clerk was asked to contact MMA for their assistance in setting up a meeting with the towns to discuss regionalizing communications.</p>
<p>February 21, 1996 Commission Meeting</p>	<p>Meeting of County officials (Commission, EMA Director, County Clerk, Sheriff, Chief Deputy, Patrol Administrator), Lincoln County Communications Director William Cade, and municipal officials from Knox County municipalities.</p> <p>Director Cade presented information on how the Lincoln County Communications Center operated and how it had come to be. *See attachment #3* The Center was a "product of close cooperation, oversight and daily management by the County Commissioners, the Center Director in cooperation with the Communications Advisory Board and the County Fire Chief's Communication Committee." The Center was funded through the county tax, based on each town's valuation. The Advisory Board meets monthly to review all aspects of the Center.</p> <p>By raised hands it was determined that there was significant interest in having another meeting on the subject.</p>
<p>March 12, 1996 Commission Meeting</p>	<p>Sheriff Davey presented the Commission with a letter and resume from Paul Plaisted who was assisting other counties in exploring communications issues. Sheriff Davey felt Mr. Plaisted could assist Knox County as well. The Commission authorized Commissioner Kenniston to meet with Sheriff Davey and contact Mr. Plaisted to arrange a second meeting with town officials.</p>
<p>April 9, 1996 Commission Meeting</p>	<p>It was explained that Paul Plaisted had met with Sheriff Davey, the Chief Deputy, Patrol Administrator and EMA Director at an initial meeting. Commissioner Kenniston asked the Commission to authorize spending money from the Sheriff's Capital line to pay for Mr. Plaisted's consultation services to conduct a study on regional communications in Knox County and make a recommendation to the Commission. Commissioners Johnson and Savage were upset that they had not known a meeting with Mr. Plaisted was going to take place and that they had not</p>

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	<p>been invited. Sheriff Davey explained that at the meeting they had discussed forming a committee and suggested possible committee members. Commissioner Savage asked why not all towns were represented. Sheriff Davey's response was that it would be too many people and the committee wouldn't be able to stay focused.</p> <p style="text-align: center;">The Commission voted to spend the money to hire Paul Plaisted as requested.</p>
<p>August 13, 1996 Commission Meeting</p>	<p>The Commission reviewed a letter from Camden Town Manager Roger Moody requesting that Knox County not pursue a separate Knox County PSAP option but rather explore creating a PSAP serving a wider area than Knox County. He said it would make more sense for a town PSAP to provide the services to other towns on a contractual basis. Commissioner Kenniston expressed his belief that town officials in every town wanted "power" regardless of whether or not money would be saved and that they would not give up control, even though it would create duplication of services.</p>
<p>October 15, 1996 Commission Meeting – Budget Review</p>	<p>Sheriff Davey reviewed 30-A MRSA § 453 with the Commission:</p> <p>Each county may establish a communications center, separate from any communications function of the sheriff's department and capable of serving the communication needs of the county and the municipalities which may wish to use the center.</p> <p>The county commissioners, after consulting with municipal officers, are responsible for setting policies for the communications center. They shall appoint a director or chief dispatcher who is responsible for carrying out their policies. The director or chief dispatcher, if qualified, may be the County Director of the Maine Emergency Management Agency.</p> <p>The county communications center shall provide communication services for the sheriffs department, county civil emergency services, county or municipal rescue or ambulance services, county or municipal fire departments or municipal police departments.</p> <p>The county commissioners, after consulting with the directors or chief dispatcher, may enter into an agreement with a municipality under section 107 to provide specific communications for municipal law enforcement functions, including dispatching of municipal units, in return for payment for these services.</p> <p>Sheriff Davey noted that the communications currently fell under his jurisdiction; he requested that the Commission separate communications from the Sheriff's department, establish the Knox County Communications Center and appoint him as its temporary director. He said it would not cost the County or taxpayers anything.</p> <p style="text-align: center;">The Commission voted to establish a communications center, and to follow the law as written [30-A MRSA § 453]. The vote was taken with the understanding that Sheriff Davey would be the temporary director.</p>
<p>October 30, 1996 Joint Budget Meeting</p>	<p>The draft of the 1997 budget now included a budget for Communications, separate from the Sheriff's Department. It did not increase the overall County budget – the costs of dispatching were merely removed from the Sheriff's budget and given its own section in the budget.</p> <p>Rockland's Mayor said he was sending the Commission a letter inviting them to meet to discuss PSAPs in the County and invite officials from throughout the County.</p>

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<p>November 6, 1996 Joint Budget Meeting</p>	<p>Sheriff Davey explained to the Budget Committee that the Commission had previously voted to take dispatch away from the Sheriff's Department and that he had been named the temporary director of the Knox County Regional Communications Center. He suggested that the Commission develop a communications advisory committee.</p> <p>Commissioner Kenniston noted that there was a strong possibility that EMA would be consolidated with the RCC in the future.</p>
<p>November 13, 1996 Joint Budget Meeting</p>	<p>Budget Committee member Sid Lindsley voiced his opinion that the County providing communications services when Rockland does it is "stupid" and that the communications budget should be removed from the County budget. Budget Committee Chair Mary Waterman reminded him that the communications budget wasn't an addition – it was moved from another department and it is not up to the Budget Committee to deal with County policies.</p> <p>It was noted that South Thomaston had contracted with Rockland for dispatch services.</p>
<p>December 10, 1996 Commission Meeting</p>	<p>Camden Town Manager Roger Moody explained that there had been a meeting at City Hall on December 6th that was sponsored by Camden and attended by approximately 25-30 people including Commissioner Kenniston and other county officials. He submitted a proposal for conducting a study of communications within Knox County. It would take 4 to 5 months to complete. The cost for the survey was estimated to be around \$10,000 and would be built into the 1997 County budget. He wanted a survey sent to the towns to determine if they wanted to participate in the study. Mr. Moody acknowledged that most of the people at the December 6th meeting were appointed, rather than elected, officials. Camden selectmen had not yet voted on whether to support a study, but he expected them to. The request caused some confusion among the commissioners since Camden had requested just a few weeks earlier that the County budget be cut by \$200,000.</p> <p>Commissioners voted to present to the Budget Committee the \$10,000 item for the purpose of studying dispatch services, with the understanding future commissioners would develop a plan for said study.</p>
<p>December 11, 1996 Joint Budget Meeting</p>	<p>The Commission's vote on December 10th was explained to the Budget Committee. The County Clerk was asked to send Roger Moody's memo to all of the towns about the study and also include the minutes from the Commission meeting. Several people had asked if Camden would go along with the study if it ended up recommending there only be one dispatch center in Knox County. The only answer given was that Camden would review the study.</p>
<p>December 18, 1996 Joint Budget Meeting</p>	<p>Budget Committee members questioned why there was a combined increase of \$30,000 between Patrol and the Communications center if all the County had done was separate communications from the Sheriff's Department. Commissioner Kenniston explained that the increases were there before Communications was separated out. The increase was from the increase in funding for telephone lines for the new computer network system that linked Rockland and Camden PD's to the Sheriff's Department, and would soon link to Thomaston and Rockport PD's, as well as the DA's office.</p>

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<p>December 30, 1996 Joint Budget Meeting</p>	<p>Support for the communications study was expressed during the public comment portion of the Public Hearing. Various opinions and points discussed.</p>
<p>The Budget Committee voted on a motion to add \$10,000 to the Communications budget to fund the communications study – the motion failed.</p>	
<p>1997</p>	
<p>May 13, 1997 Commission Meeting</p>	<p>Sheriff Davey reported that the group made up of county and Rockland officials wanted to have a meeting with the Commission and the City Council in early June prior to Thomaston and Camden residents voting on dispatching issues. He suggested June 2nd.</p>
<p>June 10, 1997 Commission Meeting</p>	<p>Commission Chair Sleeper reported that the Dispatch Study Group had presented their report recently to the City Council. A summary of the group's recommendation is in the June 10, 1997 Commission minutes.</p>
<p>Rockland City Manager Michaud presented the Commission with a proposal submitted by Paul Plaisted of Justice Planning and Management Associates of Farmingdale to conduct a study at a contracted price of \$10,500 for a total of 200 hours. He would begin on or about July 7 with a completion date of no later than October 31.</p>	
<p>The Commission voted to ask the Budget Committee to convene with the County Commission for the purpose of analyzing a \$10,500 amendment to the county budget for this study with the meeting to be held on July 1, 1997.</p>	
<p>July 1, 1997 Commission Meeting</p>	<p>Meeting with the Budget Committee to review the Regional Dispatch Study Group report and review the proposed contract for Consulting Services from Justice Planning and Management Associates.</p>
<p>The Commission voted to approve the expenditure of \$10,500 to contract for consulting services with Paul Plaisted as proposed.</p>	
<p>July 8, 1997 Commission Meeting</p>	<p>Sheriff Davey recommended sending letters to Knox County towns with dispatch centers who were not already represented on the Dispatch Study Group (Thomaston, Camden, and Rockport). They would be asked to submit the name of someone from their town willing to participate in the next phase of the study.</p>
<p>The Commission asked Sheriff Davey to meet with the County Clerk to draft the letter.</p>	
<p>August 12, 1997 Commission Meeting</p>	<p>The Commission reviewed nomination letters from Rockport, Camden and Thomaston for the Regional Dispatch Study Group.</p>
<p><u>Current members of the group:</u> Daniel Davey – Knox County Sheriff Alfred Ockenfels – Rockland Police Chief Raymond Wooster – Rockland Fire Chief Todd Butler – Knox County Chief Deputy Linwood Lothrop – Rockland Dispatch Supervisor</p>	

	<p><u>The Commission voted to appoint the following individuals to the Group:</u> Terry Burgess – Camden Police Chief Steve Gibbons – Camden Fire Chief Mark Kelley – Rockport Police Chief Craig Cooley (<i>alternate</i>) – Rockport Police Administrative Assistant James Hosford – Thomaston Police Chief Peter Lammert – Thomaston Selectman</p>
<p>October 21, 1997 Commission Meeting</p>	<p>The County Clerk had spoken with the Chief Deputy (who was unable to attend the commission meeting) regarding some changes he requested be made to the Communications budget: remove funding for uniforms since dispatchers don't wear uniforms and move the \$2,000 from that line to the funding already budgeted for computer consultant services.</p> <p>The Commission voted to change the budget as proposed by the County Clerk on behalf of the Chief Deputy.</p> <p>Sheriff Davey explained that Paul Plaisted had encountered some personal problems that were preventing him from spending the time necessary to complete his study of regionalized dispatch issues as contracted. Mr. Plaisted had assured the Sheriff that a report would be sent to the County within 10 days.</p>
<p>December 9, 1997 Commission Meeting</p>	<p>It was noted that there were some typo's and other errors in the preliminary interim report concerning dispatch services. A meeting was scheduled for December 17 at the Rockland Police Department to review the rough draft and make changes prior to handing the interim report over to the Commission and City Council.</p> <p>The Commission voted to table the request for payment of \$5,000 (one-half of the cost of the study) at this point in time, pending submission of a completed interim report.</p> <p>The Commission voted to remove \$10,500 from surplus funds at year-end to place in an account to hold for the purpose of paying for the communications study, which would be completed early next year.</p>
<h2>1998</h2>	
<p>January 13, 1998 Commission Meeting</p>	<p>There had been a discussion about leasing the Rockland Middle School for a communications center, but some members of the community wanted to have it turned into a community center. To lease the building "as it is" would cost the County \$12,000 a year. The building was in good shape and there were a number of multi-user possibilities.</p>
<p>February 10, 1998 Commission Meeting</p>	<p>Discussion about a newsletter written by Thomaston's town manager. CD Carroll believed it contained a lot of misinformation. Towns were invited to a Special Commission Meeting with consultant Paul Plaisted for February 17, 1998. An advisory committee would most likely be set up. Mr. Plaisted's report would respond to the Thomaston's town manager's article, as he had met with Thomaston and Camden officials.</p>
<p>February 17, 1998 Special Commission Meeting</p>	<p>The "Interim Report Knox County Communications" (dated 2/9/98) was presented to the Commission by Paul Plaisted of Justice Planning & Management Associates. *See attachment #4*</p>

Knox County Dispatch Services Timeline

	<p>The Commission voted to continue to employ Mr. Plaisted to allow him to come forth with a final report, to incorporate a facility for Knox County and the area – report to be submitted at the regular commission meeting on March 17, 1998.</p> <p>The Commission voted to pay Mr. Plaisted \$5,000 as billed the County for services rendered.</p>
<p>March 17, 1998 Commission Meeting</p>	<p>Presentation of Paul Plaisted’s final report – “Briefing Paper – Central Dispatch Services for Knox County” *See attachment #6*</p> <p>A public informational meeting to introduce the report to the community was scheduled for Monday, April 6, 1998 at 7:00 p.m. in the District Court room. Copies of the report were to be sent to each municipality and budget committee member in preparation for this meeting.</p>
<p>April 6, 1998 Commission Meeting</p>	<p>Special meeting of the Commission and municipal officials with Paul Plaisted to present his final report – “Briefing Paper – Central Dispatch Services for Knox County” *See attachment #6*</p>
<p>April 14, 1998 Commission Meeting</p>	<p>Discussion of a recent Courier-Gazette article in which Union town officials had claimed that the County Commission did not represent the small towns. The Commission members disagreed with this claim.</p> <p>The Commission voted to request legislative approval as required to fund the project (amount as yet unknown).</p> <p>The Commission voted to get a list of public safety officials and others to be appointed to review the consultant’s report to determine the technical and operational requirements for a central dispatching facility for all of Knox County and any adjoining communities that may desire to participate.</p> <p>The Commission voted to invite officials from each municipality within the County and officials in adjoining towns if interested, to participate in a process to determine an equitable funding system to support the cost of establishing and operating a central dispatching facility.</p> <p>A date was not set to meet with town officials. Mr. Plaisted would be contacted first as he would be used as a facilitator.</p>
<p>May 12, 1998 Commission Meeting</p>	<p>Sheriff Davey had been unable to reach Mr. Plaisted who had been out of state. The Commission asked him to keep trying since they were anxious to have another meeting.</p>
<p>June 2, 1998 Commission Meeting</p>	<p>Another Special Commission meeting for those municipal officers who were unable to attend the April 6th meeting on the <i>Central Dispatch Services for Knox County</i> Report prepared by Paul Plaisted.</p>
<p>July 30, 1998 Commission Meeting</p>	<p>Central Dispatch Center discussed, including a letter received from the Town of Union, stating their opinion. Commissioner Kenniston asked that the August 11th agenda include 15 minutes within the Sheriff’s Department time to discuss the dispatching funding formula.</p>

Knox County Dispatch Services Timeline

<p>August 11, 1998 Commission Meeting</p>	<p>Regional Dispatch Funding Formula discussed. Also discussed merging Rockland's dispatch center with Knox Dispatch.</p> <p>The Commission voted to contact the Rockland City Manager to request to meet with him to finalize the details of the Knox and Rockland merger of dispatch services, and to schedule a formal vote by the Commission and City Council by the September 8th Commission meeting.</p>
<p>September 8, 1998 Commission Meeting</p>	<p>Regional Dispatch discussed. Sheriff Davey reported that the dispatch study group would be conducting a tour of the district court office space on September 9th and he invited the Commission to join the group and meet afterwards to discuss it.</p>
<p>September 23, 1998 Commission Meeting</p>	<p>Status of Rockland and Knox County Dispatch merger discussed. Proposals for the funding formula and cost analysis' were also discussed. Various town representatives were able to ask questions and have them answered.</p>
<p>October 13, 1998 Commission Meeting</p>	<p>It was noted that the vote to negotiate with the County on the Rockland/Knox merger was on the October 14th Rockland City Council's agenda.</p> <p>The Commission discussed funding needed to renovate district court space to accommodate a regional dispatch center.</p> <p>The Commission voted to send a letter to Representative Christine Savage to ask that legislation be submitted on the County's behalf for the purpose of allowing the County to borrow funds to renovate office space for a regional dispatch center.</p>
<p>October 26, 1998 Joint Budget Meeting</p>	<p>Commissioner Kenniston explained to the Budget Committee that with District Court leaving the courthouse, commissioners were exploring the idea of using the vacant space for a communications center, and that Rockland and Knox officials had agreed to merge their dispatch centers sometime in the coming year.</p>
<p>November 10, 1998 Commission Meeting</p>	<p>Chief Deputy Todd Butler presented the Commission with a memo detailing suggestions by the dispatch study group. It was noted the group's meetings were sparsely attended.</p> <p>Commissioner Sleeper explained the plan for consolidating dispatch centers and the role the County would play in the operation of the new dispatch center. The County would be the fiscal manager and the Commission would vote on recommendations by the Advisory Board. The Advisory Board would recommend personnel to staff the center (voted on by the Commission) and set policy.</p>
<p>November 18, 1998 Joint Budget Meeting</p>	<p>Communications budget for 1999 reviewed. Commissioner Sleeper explained the County's plan to merge Rockland and Knox's dispatch centers and the timeline.</p> <p>The Advisory Board would consist of police and fire chiefs, and some of the people involved in exploring the regionalization of dispatch services over the last five years. The PSAP would be operational by mid-year 2000</p> <p>It was noted that District Court may not move out of the courthouse after all – the County may add on to the building for them instead, which would mean locating another space for a dispatch center since the City of Rockland did not have space for one.</p>

Knox County Dispatch Services Timeline

<p>December 8, 1998 Commission Meeting</p>	<p>Dispatch merger update discussed.</p> <p>The Commission voted to authorize Commissioner Sleeper to sign the letter to Representative Christine Savage and send it to her regarding legislation to gain funding to renovate or build a dispatch center.</p> <p>It was noted that Camden had received a letter from the state Emergency Services Communications Bureau notifying them that their request to become a PSAP was denied because they didn't serve a large enough population to be considered.</p>
<p>December 22, 1998 Commission Meeting</p>	<p>Discussion of request for legislative support for funding to renovate space for a PSAP. Representative Savage had been asked to submit legislation to enable the County to borrow \$600,000. This would be separate from a County dispatch facility. Representative Savage later said she would oppose the bill because she was concerned it would mean building onto the courthouse.</p> <p>The County is mandated by state law to provide E-911 (PSAP) services to the County whether the towns wanted it or not. Merging with Rockland's dispatch center lowers the PSAP's in Knox from 2 to 1.</p>
<h3 style="margin: 0;">1999</h3>	
<p>January 4, 1999 Commission Meeting</p>	<p>It was explained that none of the towns that had seen Rockland's draft of the proposal for merging Rockland and Knox's dispatch centers were in support of it because it appeared as though Rockland would no longer contribute to the cost of the center after the first year. Once formed, the Advisory Committee would look at a cost-sharing plan for the towns.</p> <p>A Board of Directors would be formed from the Advisory Committee and consist of 7 people.</p>
<p>January 12, 1999 Commission Meeting</p>	<p>Meeting with Rockland City Manager Rick Michaud and City Attorney Greg Dorr.</p> <p>Commissioner Sleeper explained that the Commission had reviewed Rockland's draft of the merger agreement and had made some changes. The main difference was the funding for the first two years – how much Rockland was paying vs. the County. Rockland's proposal was for the County to bear the entire cost (through taxation) within the first year and a half of its becoming operational.</p> <p>If the Advisory Committee, once created, was unable to develop a funding formula, or if the Commission decided to not give the Committee the ability to do that, the County would continue to fund the center through taxation.</p>
<p>January 19, 1999 Commission Meeting</p>	<p>Dispatch merger proposal reviewed line by line and discussed with Rockland City Manager Rick Michaud, City Attorney Greg Dorr, and City Fire Chief Raymond Wooster.</p> <p>Based on the discussion, Mr. Michaud would make changes to the draft and get it to the County Clerk. The City Council will review the draft on February 8.</p>
<p>February 9, 1999 Commission Meeting</p>	<p>The City Council had voted 5 to 0 at their meeting the previous evening in favor of the Rockland/Knox dispatch merger.</p>

Knox County Dispatch Services Timeline

	<p>One of the biggest concerns was about personnel – moving Rockland dispatchers into the Knox facility. Commissioners and the City Council both supported moving over the Rockland dispatchers.</p> <p>The Commission voted to approve the signing of the Inter-local Agreement for emergency dispatch services for Knox County, noting that from July 1, 1999 through June 30, 2000, Rockland would pay the County \$190,000 in monthly installments. If no funding formula was developed before January 1, 2001, the cost of the dispatch center would be borne though the local property tax.</p>
<p>March 16, 1999 Commission Meeting</p>	<p>The Commission voted to appoint the Knox Regional Communications Center Advisory Committee (KRCCAC) as presented by Sheriff Davey: Sheriff Davey, CD Todd Butler, Police Chief Alfred Ockenfels, Fire Chief Raymond Wooster, Dispatch Supervisor Linwood Lothrop (Rockland Public Safety), and Dispatch Supervisor David Hooper (Knox County).</p> <p>It was noted that this was only the start of the formation of the committee, and that is why only the City of Rockland and the County of Knox were represented thus far. Representatives from each town within the County would be invited to join the committee later on.</p> <p>Discussion of the architectural assessment of the Law Enforcement Facility to see if it would make a good location for constructing an addition to house the PSAP center. The original estimate to add onto the facility was \$250,000, but it was believed that the cost could be reduced by \$100,000. It was noted that the bill being considered by the legislature for permission to borrow was for \$600,000. One commissioner thought it would be better to just renovate the existing facility.</p> <p>The Commission voted to approve the lease of communications space in the Rockland Public Safety Building for \$1 annually, as well as reimbursing the City for \$11,023 in utilities and maintenance service fees for one year.</p>
<p>April 6, 1999 Commission Meeting</p>	<p>John Hansen, architect, provided the commission with a preliminary proposal of a 1,300 square foot addition to the law enforcement facility to house the PSAP center. He offered a couple preliminary sketches for review. *See Attachment #13*</p> <p>Mr. Hansen was asked to continue working with the RCC advisory board.</p>
<p>July 1, 1999</p>	<p>Rockland Police Department communications center merged with the Knox County Sheriff's Department communications under the newly created organization of the Knox Regional Communications Center. Was based out of the Rockland Police Department for the first year of its operation.</p>
<p>August 10, 1999 Commission Meeting</p>	<p>The Commission voted to approve the establishment of the Knox County METRO (Maine Telecommunication and Radio Operations system) Council, as established by Sheriff Davey (interim director of the KRCC), Rockland Police Chief Alfred Ockenfels, and Rockport Police Chief Mark Kelley.</p> <p>It was noted that the RCC was running with just 9 people.</p> <p>Chief Deputy Butler said that the Advisory committee was working on developing their bylaws, but said that any proposed bylaws might conflict with the County's agreement with Rockland. The METRO Council had not been included in the</p>

agreement between the City and the County, but in order to comply with state regulations, the METRO Council had been established.

The Commission voted to authorize the county clerk to prepare the ballots to go to referendum in November for the purpose of constructing a PSAP facility. The question on the ballot read: “Do you favor authorizing the Knox County commissioners to borrow an amount not to exceed \$500,000 for construction of the Knox County Communications Center?”

September 14, 1999
Commission Meeting

It was noted that ballots would be delivered to the towns by the end of the month.

Commission Chairman Sleeper handed out copies of a Budget Concept Analysis of FY 2001 (***See Attachment #19***) that he had developed using the 2000 budget, multiplied by 1.5%, with the concept that no one joined the first year – using a 10-person center. He then presented an analysis for FY 2002 (***See Attachment #20***) which depicted a 14-person center.

Sheriff Davey provided the Commission with upgraded bylaws for the Advisory Board.

November 9, 1999
Commission Meeting

It was noted that the KRCC Executive Board had approved the job description for the Communications Director position.

The Commission voted to approve the Communications Director job description, as laid out by the executive committee.

The November 2nd referendum was discussed. The question on the referendum stated, “Do you favor authorizing the Knox County commissioners to borrow an amount not to exceed \$500,000 for construction of the Knox County Communications Center?”

The referendum failed with 6,838 votes for NO (53%) and 6,324 votes for YES (47%) – a difference of only 514 votes.

December 14, 1999
Commission Meeting

The Commission discussed considering the recommendation from the Advisory Committee re: Communications Director. The new director would head the new department and oversee the remodeling of the Knox facility into a Public Safety Answering Point to meet the state and federal guidelines.

Chair of the Communications Executive Board and Interview Panel, Todd Butler submitted three names of the candidates recommended by the Executive Board, presented in order of their scores:

1. Linwood Lothrop
2. David Hooper
3. Joseph Niedzalkoski

The Commission voted to appoint Linwood Lothrop as the Director of the Knox Regional Dispatch Center, effective January 2, 2000, pending the approval of the budget.

It was noted that the Executive Committee had voted the previous day to pursue the costs of renovating a space at the law enforcement facility at 327 Park Street. The current operation was inadequate.

The state will require a letter to inspect the center six months before the PSAP was scheduled to go on line.

2000

January 11, 2000
Commission Meeting

Proposed schedule for 10-hour shifts for dispatchers reviewed.

The Communications Executive Committee had met to review an appeal made to the Commission of the mechanism used in the hiring process for the Communications Director. The Executive Committee had met on January 10th and decided to stay with their original decision. The Commission did not see any reason to change their decision either, and voiced support of the Executive Board.

Sheriff Davey presented a report from the Advisory Committee recommending that the KRCC move to 327 Park Street as soon as practical.

The Commission voted to go on the record in support of the Advisory Board in their decision to move the regional dispatch from the Rockland Public Safety Building up to the Knox County Law Enforcement facility, and would consider financial concerns as details come forth.

The Commission voted that as cost items became identified for the move, the department will follow the costs through the bid process.

Letter from Camden officials reviewed, which asked the Commission to consider Lincoln County's dispatch or the State Police dispatch instead of forming a Knox County PSAP.

January 26, 2000
Commission Meeting

The new Communications Director – Linwood Lothrop – was welcomed.

The Commission voted to postpone the implementation of 10-hour shifts.

Discussion of advertizing for another dispatch supervisor since David Hooper had resigned from the County. None of the current dispatchers met the minimum requirements of the supervisor position.

Director Lothrop gave an over-view of the Advisory Board January 24th meeting. They had discussed, and were in favor of, the move to 327 Park Street. The State had said that they would do the renovation job for the County. Director Lothrop anticipated that the KRCC would only be located at 327 Park Street for 3 to 5 years.

February 9, 2000
Commission Meeting

The Commission acknowledged a letter from Communications Advisory Board Chairman, Chairman Ross, reminded the Commission that the Advisory Board unanimously supported keeping the PSAP in Knox County. The reasons for this were outlined during the meeting.

February 22, 2000
Commission Meeting

Director Lothrop presented PSAP relocation cost estimates with a timeline.

The Commission voted to authorize the amount of \$85,000 (from the dispatch renovations reserve account) to offset the cost of relocating the dispatch center to the Knox SO.

Knox County Dispatch Services Timeline

	<p>The Advisory Board still supported having Knox dispatch be a PSAP but had asked what it would cost to have Lincoln County or the State serve at the County's PSAP if that was something the County intended to pursue.</p> <p>The Commission voted to instruct the director of the Knox Communications Center to configure a facility for implementation of the PSAP at the Knox SO.</p>
<p>March 14, 2000 Commission Meeting</p>	<p>Rockland had been notified that the County was not interested in purchasing Rockland's equipment but Director Lothrop was volunteered in helping them market the City's old equipment.</p> <p>Director Lothrop stated that he would have more time to devote to developing a policies and procedures manual for the communications center now that he had a dispatch supervisor.</p>
<p>April 11, 2000 Commission Meeting</p>	<p>Director Lothrop gave an update on the status of the renovations.</p> <p>The Commission voted on some Communications budget line transfers which included a payment of wages for former City dispatcher Lothrop, per an agreement with the City of Rockland. (Now that Director Lothrop worked for Knox County, the County would no longer need to reimburse the City for his wages.)</p> <p>Director Lothrop explained that Bell Atlantic had told him that E-911 would not be in Knox County before February 2001 at the earliest.</p>
<p>May 9, 2000 Commission Meeting</p>	<p>Director Lothrop gave an update on the status of the renovations.</p> <p>FCC license fees explained.</p> <p>Cost sharing formula discussed. Rockland was in favor of a taxation formula (population/valuation) while Camden was in favor of a 3-year phase-in of a strictly user-fee formula.</p>
<p>May 23, 2000 Commission Meeting</p>	<p>The Commission voted to award the bid for Communications Equipment as recommended by the Director for a total of \$70,316.10. (The name of the bidder was not recorded in the minutes.)</p> <p>Cost sharing formula ideas were discussed.</p>
<p>June 13, 2000 Commission Meeting</p>	<p>The Commission discussed sending a letter to the towns by the end of the month explaining whatever funding formula approach the County decided to take for dispatch services.</p> <p>Moving/Relocation budget discussed.</p> <p>The Commission voted to authorize the communications director to spend up to the balance of the dispatch renovations reserve and to expend the communications study line, with exception of FCC line, and transfer \$6,000 from utilities line to communications reserve.</p>
<p>July 11, 2000 Commission Meeting</p>	<p>Director Lothrop gave an update on the E-911 implementation. The delivery date for the operations equipment was scheduled for the 1st of August. The center should be up and running by September 1. Bell Atlantic now said that E-911 would be a reality</p>

Knox County Dispatch Services Timeline

	in Knox County by December.
August 8, 2000 Commission Meeting	<p>Communications Department Emergency Evacuation Plan discussed. Moving into the law enforcement facility required a change in the department's evacuation plan. The current plan assumes that the Rockland center would be available. If that changed, the plan would need to be amended. It was noted that the County had an agreement with another PSAP but Director Lothrop also pointed out that a center would still have to be up and running somewhere to take calls from the alternative PSAP.</p> <p>Cost-sharing formula for 2001 discussed. Several scenarios for the first three years of operations were reviewed. The commissioners indicated they would like to see usage built into the formula – towns with more emergency calls would likely pay more than towns with less emergency calls. This would most-likely be connected to population.</p> <p>Enhanced-911 implementation rescheduled to the second week of January 2001 due to problems with installations in the southern part of the state because of severe thunder storms.</p>
September 12, 2000 Commission Meeting	<p>Director Lothrop explained that electronics for the center would be installed on September 12th and that employees will be training at the new facility within two weeks.</p> <p>Enhanced-911 implementation pushed back to February 2001.</p> <p>Director Lothrop noted that the County would need to have a call handling service agreement with each participating municipality.</p> <p>Cost-sharing formula discussed. If all municipalities participated in the center (both E911 and dispatched calls) then the center could be funded by user fees. There was no accurate call data to base that on yet, so another funding formula would need to be used in the beginning until call volume (connected to population) for each town could be calculated.</p>
September 26, 2000 Commission Meeting	<p>Cost-sharing formula discussed.</p> <p>The Commission voted to assess the cost of the center based on 100% population, using the spreadsheets they had looked at, which would be published and sent to each town, with the caveat that the bottom line had not been approved by the Budget Committee – so they can have some hard numbers to look at.</p> <p>Commissioner Duke was going to draft a letter to the towns explaining the formula. The Commission also agreed to schedule meetings in Thomaston and Camden to explain the funding formula to municipal officials and the public.</p>
October 3, 2000 Commission Meeting	<p>Communications Budget draft reviewed by the Commission. It was noted that there were new lines in the Communications Budget now that it was being funded from a formula separate from the rest of the County's budget. This included personnel services.</p> <p>E911 implementation is now set for April 2001, along with Lincoln County.</p>

Knox County Dispatch Services Timeline

<p>October 17, 2000 Commission Meeting</p>	<p>Director Lothrop explained that the draft of the call handling agreements had been modeled after what the State uses.</p> <p>The Commission voted to approve the County of Knox Call Handling Agreement as proposed by the director (for Full Service).</p> <p>The Commission voted to approve the County of Knox Call Handling Agreement as proposed by the director (for Call Transfer).</p> <p>The new center was reported as being 99% complete.</p>
<p>November 14, 2000 Commission Meeting</p>	<p>An update on Call Handling Agreements was given. Friendship would be converting over to using the County dispatch center. It seemed that Camden still intended to operate its own dispatch center so there was still an outstanding issue of how the Knox center was supposed to handle Camden's 911 emergency calls. Director Lothrop said that he was still working with Camden.</p> <p>The transfer from the old center to 327 Park Street had gone "okay". There had been some hardware and telephone system issues. Problems were being ironed out.</p>
<p>December 6, 2000 Joint Budget Meeting</p>	<p>Discussion of the Communications budget and the Commission's 100% population call funding formula. Budget Committee Chairman Dennison handed out a copy of a funding formula (50% population / 50% Services provided) that he had developed himself. He suggested sending the call funding formula back to the Commission. Commissioners responded that they didn't want to change the formula.</p>
<p>December 12, 2000 Commission Meeting</p>	<p>Dispatch Funding Formula discussed.</p> <p>Friendship and Hope officials had signed their Call Handling Agreements. St. George had given a verbal commitment.</p> <p>The Commission voted to approve the PSAP Call Handling Agreements with Friendship and Hope.</p> <p>Sid Lindsley told the Commission that Camden had decided to have the County handle their Fire and EMS calls but law enforcement calls would be relayed to Camden's dispatch center.</p> <p>The Commission voted to reduce the law enforcement fees appropriately to Camden to allow them to continue their own dispatch center (to relay calls from the PSAP to Camden dispatch).</p> <p>Camden was asking the County to purchase a cross-band repeater which would allow the KRCC high band signal to access the low band frequencies which are common in use among area fire departments. Camden had already purchased the equipment. The Commission voted to table this request until they heard from other communities.</p> <p>The Commission voted to reject Bob Dennison's funding formula proposal. (*See Attachment #26*) This was done because the towns already knew what their costs were going to be from the funding formula already set by the Commission and the Commission felt it would not work to be changing the formula now.</p>

2001

<p>January 9, 2001 Commission Meeting</p>	<p>Director Lothrop gave an update on the Call Handling Agreements. Appleton was tied to whatever Camden decided to do. Cushing's agreement would be sent soon. Rockport and St. George were both set to sign theirs. He hadn't heard from Thomaston yet but they were having a public hearing on January 30th. Union intends to stay with their contract with the State Police for the remainder of the year. He had not heard anything from Warren or Washington yet.</p> <p>Call Funding Formula with regards to Camden discussed.</p> <p>The Commission voted to assess Camden 25% of the base charge for transferring law enforcement dispatch calls.</p> <p>E911 implementation in Knox County is still scheduled for April 11th.</p> <p>Director Lothrop presented a draft tower lease agreement with Maritime Energy. The Commission voted to ask attorney Jim Brannan to review the document and report back to the Commission.</p>
<p>February 13, 2001 Commission Meeting</p>	<p>Director Lothrop explained that some towns wanted to have their annual town meeting before signing the Call Handling Agreements.</p> <p>The Commission voted to sign the Call Handling Agreement with Camden.</p> <p>Union and Washington both wanted to keep having their Fire and EMS calls handled by the State Police. Commissioners were concerned that towns were going to start asking for discounts since Camden was granted a reduction.</p> <p>The Commission wanted a letter sent to the towns asking for signed Call Handling Agreements by March 6.</p> <p>The Commission voted to revisit the issue next month when Director Lothrop would have more information.</p> <p>Attorney Brannan had reviewed the proposed contract with Maritime Energy for the tower lease. The Commission voted to sign the agreement with Maritime Energy with the modification to the agreement (\$300,000 liability insurance).</p>
<p>March 7, 2001 Commission Meeting</p>	<p>The Commission voted to approve the funding formula as reviewed by the Commission on this date (*See Attachment #27*).</p> <p>The Commission voted to approve the director's request to use reserve funds for Frequency Upgrades.</p> <p>The Commission voted to approve the director's request to upgrade the Voice Recorder System with a lease purchase agreement.</p> <p>Verizon Wireless planned to work over the coming weekend to install the new communications equipment.</p>
<p>March 27, 2001 Commission Meeting</p>	<p>The Commission reviewed the re-drafted tower lease with Maritime Energy. The owner of Maritime Energy had suggested some changes.</p>

	<p>The Commission voted to accept the changes and to sign the lease agreement.</p> <p>The Commission voted to approve the lease/purchase for the recorder equipment.</p>
<p>April 10, 2001 Commission Meeting</p>	<p>E911 implementation was all set to go on line on the 11th. The system is currently in “test mode” to make sure it’s working before going “live”.</p> <p>Discussion of a letter sent by Lincoln County to ESCB director Al Gervenack objecting to the state raising money through the statewide phone bill to support Aroostook and Hancock County to have the State Police serve as a PSAP for those counties.</p> <p>The Commission voted to send a letter similar to Lincoln County, addressed to Al Gervenack (a copy to legislative delegation and governor’s office with all three commissioners and Director Lothrop signing it) objecting to a statewide phone surcharge to fund State Police staffing to provide dispatch/PSAP services to Aroostook and Hancock Counties.</p> <p>The Commission voted to sign Call Handling Agreements with Washington, Warren, and St. George.</p>
<p>April 11, 2001</p>	<p>The Knox Regional Communications Center assumes emergency dispatching for all public safety agencies in Knox County except for the Camden Police Department, Union Fire Department, and Washington Fire Department.</p>
<p>May 15, 2001 Commission Meeting</p>	<p>The County Clerk explained that several towns had written concerning the communications fees. The towns had realized that because the County had requested a fee for services, the towns were required to take the matter before townspeople for a vote at a town meeting. There had also been some confusion because the communications fees invoices had included the word “taxes”. The Commission asked that revised invoices for communications services be sent to the towns.</p> <p>Director Lothrop gave an update on the E911 implementation. The question was asked about cell phone calls to 911 – Director Lothrop explained that right now all 911 calls from cell phones go to the State Police in Augusta and are re-routed to the KRCC.</p> <p>It was noted that the following municipalities had not yet signed Call Handling Agreements: Isle Au Haut, Matinicus, North Haven, Owls Head, Rockland, South Thomaston, Thomaston, Union, and Vinalhaven.</p>
<p>June 12, 2001 Commission Meeting</p>	<p>The Commission voted to sign the Call Handling Agreement with North Haven.</p>
<p>July 10, 2001 Commission Meeting</p>	<p>The Commission voted to sign the Call Handling Agreements with Isle Au Haut and Vinalhaven.</p> <p>Discussion of eventually implementing user fees instead of a blend of population and user fees for the communications funding formula.</p>

Knox County Dispatch Services Timeline

<p>August 14, 2001 Commission Meeting</p>	<p>The Commission voted to sign the Call Handling Agreements with Union – one for the Fire Department and one for the Union Ambulance Service.</p>
<p>August 29, 2001 Commission Meeting</p>	<p>Discussion of the Communications budget with the Commission.</p>
<p>September 26, 2001 Joint Budget Meeting</p>	<p>Discussion of the Communications budget with the Budget Committee.</p>
<p>October 9, 2001 Commission Meeting</p>	<p>The Commission voted to sign the Call Handling Agreements with South Thomaston and Owls Head.</p>
<p>November 13, 2001 Commission Meeting</p>	<p>The Commission voted to sign the Call Handling Agreement with Matinicus.</p>
<p>December 11, 2001 Commission Meeting</p>	<p>Director Lothrop requested use of the dispatch reserve account to fund an additional license. When a license is issued it's good for six years. If there were no changes it would automatically be renewed.</p> <p>The Commission voted to grant the request – to use \$1,620 from the dispatch reserve account to renew the FCC licensing.</p> <p>Director Lothrop said that he had written a “2002 Goals and Objectives” that spelled out where the Communications Center was now, and where he wanted it to go in the future, including eventually having a new, separate site for the Communications Center so that it could move out of the law enforcement facility.</p>
<p>2002</p>	
<p>January 8, 2002 Commission Meeting</p>	<p>Director Lothrop presented some figures on number of calls per municipality:</p> <ul style="list-style-type: none"> • Rockland: 12,711 • Thomaston: 3,738 • Rockport: 2,427 • Warren: 1,591 • All other municipalities were less than 1,000 calls, and much less for some of the smaller towns. <p>The Commission voted to sign the Call Handling Agreement with Rockland.</p>
<p>March 12, 2002 Commission Meeting</p>	<p>Director Lothrop reported that the Dispatch Advisory Committee had met yesterday (March 11) and discussed changing the bylaws, which would be finalized and forwarded to the Executive Board.</p>
<p>May 14, 2002 Commission Meeting</p>	<p>The Commission voted to sign the Call Handling Agreement with the Union Fire Department.</p>
<p>June 11, 2002 Commission Meeting</p>	<p>Director Lothrop explained that a repeater radio used to support fire department calls needed to be replaced. The radio (purchased in 1985) had failed during a recent major fire in Union. Repair costs would be higher than the radio was worth.</p> <p>The Commission voted to authorize the director to purchase the equipment out of the dispatch renovation fund.</p>

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<p>August 13, 2002 Commission Meeting</p>	<p>Verizon had done an inspection of the center on July 26 and the Center had passed with flying colors and received certification.</p>
<p>September 10, 2002 Commission Meeting</p>	<p>The Commission voted to sign the Call Handling Agreement with the Washington Fire Department.</p> <p>Director Lothrop's request for funding for GIS Software was tabled until a demonstration could be given to the Budget Committee and Commission at the same time.</p>
<p>October 9, 2002 Joint Budget Meeting</p>	<p>Communications Budget reviewed by the Commission and Budget Committee.</p> <p>GIS demonstration postponed because the technician was unable to attend.</p>
<p>October 23, 2002 Commission Meeting</p>	<p>Commission review of the 2003 Communications Budget. The Commission approved the budget but deleted the GIS software funding (\$6,000).</p>
<h2 style="margin: 0;">2003</h2>	
<p>January 14, 2003 Commission Meeting</p>	<p>Discussion of whether or not there was enough data to bill the towns based on usage rather than population. Director Lothrop said it was difficult to tell because so many people use cell phones.</p> <p>The Commission voted to approve the Contingency Action Plan (in cooperation with Waldo, Lincoln, and Sagadahoc).</p>
<p>March 11, 2003 Commission Meeting</p>	<p>The Commission voted to award the bid for call panels in the amount of \$7,296 to Coastal Communications.</p>
<p>May 13, 2003 Commission Meeting</p>	<p>The Commission voted to have the KRCC assume responsibility for dispatching Fire for Lincolnville according to the formula presented to the Commission (5% of their population).</p> <p>The Commission voted to appoint Deputy Chief Wallace Towers in place of Rockland Police Chief Alfred Ockenfels to the Executive Board.</p> <p>It was noted that the Executive Board had not met in two years even though they're required to meet at least once a year, partly because the Advisory Committee met monthly and the Executive Board felt redundant.</p>
<p>June 10, 2003 Commission Meeting</p>	<p>Director Lothrop explained that he had not heard back from Lincolnville yet since he had sent them the agreement the Commission had already signed, but he said that his department had already started some of the dispatching for the town.</p>
<p>August 12, 2003 Commission Meeting</p>	<p>The Commission voted to sign the Inter-Local Agreement with the Lincoln County Communications Center.</p> <p>Discussion about a Communications Vehicle that Director Lothrop hoped to purchase for \$1 from the Government Acquisitions Inc. The only requirements would be maintenance, and to replace the vehicle if it was damaged.</p> <p>The Commission voted to support Director Lothrop in this to give him authorization to contact Attorney James Brannan for review of the proposed agreement.</p>

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September 9, 2003 Commission Meeting	The Commission voted to sign a letter that would tie the County into getting a project start date of September 20 (relating to the Communications Vehicle).
	The Commission voted to purchase an emergency generator for the Benner Hill radio site and use emergency repair funds to pay the difference not covered in the 7310 budget line.
October 8, 2003 Joint Budget Meeting	Budget Committee review of the Communications Budget for 2004 with the Commission.
November 12, 2003 Joint Budget Meeting	Budget Committee review of the Communications Budget for 2004 with the Commission.
November 18, 2003 Commission Meeting	The Commission pointed out to Director Lothrop that the Budget Committee had reduced funding for uniforms in the 2004 budget, and had also voted to use more of the undesignated funds to reduce the bottom line of the Communications budget. The Commissioners felt that the Budget Committee didn't have an understanding of the Communications budget or what the money is used for.
December 10, 2003 Budget Public Hearing	Discussion of the Communications Funding Formula and how fees were assessed. The Budget Committee voted to put the Town of Lincolnville into the Communications Funding Formula format (rather than in the Communications Revenue).
2004	
March 9, 2004 Commission Meeting	Director Lothrop presented the Commission with his <i>Goals and Objectives for 2004 and Beyond</i> document (*See Attachment #29*).
April 13, 2004 Commission Meeting	Director Lothrop informed the Commission that a citizen's complaint brought to light that the Lieutenant (Patrol Administrator) at the Sheriff's Department had entered into a call sharing agreement with the State Police even though the previous agreement had ended the previous year. The State Police had indicated they wanted to work with the County again on call sharing. The Commission was confused by this because they didn't know the Sheriff's Department had made an agreement with the State Police again.
September 29, 2004 Joint Budget Meeting	Review of the Communications budget for 2005 by the Commission and the Budget Committee.
2005	
March 8, 2005 Commission Meeting	<p>Director Lothrop explained that sponsorship for the dispatch vehicle he wanted had waned and it was unlikely the County would ever receive a communications vehicle free of charge like he had hoped.</p> <p>Discussion of a Village Soup article in which Camden's Police Chief reported that only 195 calls had been handled by the KRCC, of which 102 had been hang-ups. Director Lothrop explained that was extremely inaccurate. The KRCC had handled 3,156 calls from Camden, of which 1,307 were public safety incidents: 256 Fire, 337 Police, and 714 EMS. He said that he had sent a letter to Camden's Town Manager with that information.</p>

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	Discussion of Watts Hall as a possible location for a repeater.
May 10, 2005 Commission Meeting	It was noted that there had been no response from Camden regarding the Director's letter (response to Chief Roberts' comments in the newspaper) but Camden's Budget Committee had approved funding for the Camden Dispatch Center in their new budget.
June 14, 2005 Commission Meeting	Director Lothrop asked for funding to hire a Radio Consultant to do a study of what type of communications system needed to be built in Knox County. Director Lothrop thought he could absorb the cost of the study with his operating budget. The Commission voted to authorize Director Lothrop to spend up to \$1,500 on a radio consultant.
July 12, 2005 Commission Meeting	Discussion of the Waldo County radio consultant's study costing \$11,000, which was well above the \$1,500 amount Director Lothrop had asked for earlier. He said that he needed the study done since the system would cost around \$200,000 and needed to be done right. The Commission voted to authorize a county-wide radio assessment for up to \$10,000.
October 19, 2005 Joint Budget Meeting	Discussion of the 2006 Communications Budget draft.
November 1, 2005 Commission Meeting	Commission voted to approve the net 2006 Communications budget at \$654,030.
2006	
January 10, 2006 Commission Meeting	Request from Camden to provide part-time dispatch services from 7 p.m. to 7 a.m. reviewed. Commission voted to authorize the Communications Director to negotiate with the Town of Camden in terms of their interest in the County managing the Town's communications. The purpose was to provide figures to the Town for options in developing their Fiscal Year 2007 budget.
February 14, 2006 Commission Meeting	Commission voted to authorize the Director to sign the Memorandum of Agreement with US Cellular to handle US Cellular calls within Knox County and not hold ESCB responsible for additional staff. Director Lothrop noted that membership for the Dispatch Advisory Committee needed to be restructured with more representation from the municipalities.
June 13, 2006 Commission Meeting	Commission voted to extend the radio tower agreement for Dodges Mountain for 5 years.
November 8, 2006 Joint Budget Meeting	Communications 2007 Budget reviewed with the Commission and the Budget Committee. Budget Committee voted to approve the Communications budget at \$723,953 for 2007.

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<p>November 14, 2006 Commission Meeting</p>	<p>The Commission reviewed the architectural study of 143 Rankin Street that the City of Rockland had paid for.</p> <p>Commission voted to not pursue the option of considering the 143 Rankin Street property for a communication center and EMA office.</p>
<p>November 15, 2006 Joint Budget Meeting</p>	<p>Commission voted to approve the Communications budget at \$723,953 for 2007.</p>
<p>2007</p>	
<p>May 8, 2007 Commission Meeting</p>	<p>Commission voted to utilize \$79,759.85 from Communications Undesignated Funds to complete the Microwave Radio Network in Knox County.</p> <p>Commission voted to utilize \$3,000 from Communications Undesignated Funds to purchase a building to house radio equipment to at the base of the Benner Hill tower. (The building was currently being used as a ticket booth in Brunswick.)</p>
<p>November 8, 2007 Joint Budget Meeting</p>	<p>Communications 2008 Budget discussed.</p> <p>It was noted that the Center had started dispatching for Camden on June 14, 2007, which had increased call volume but not the number of personnel. The funding formula for the towns was slightly different because Camden's service began midyear.</p> <p>Cost of hiring a consultant placed in the budget in case the County decided to design a new building on County property to house the Center.</p> <p>Commission and Budget Committee voted to approve Communications 2008 budget at \$763,251.00.</p>
<p>November 15, 2007 Joint Budget Meeting</p>	<p>Discussion of projected costs and options for the former DHS building on Old County Road if the County moved EMA, Communications, and Patrol into the building. The possibility of new construction at the current jail location put on hold while the Old County Road property was being researched.</p>
<p>November 29, 2007 Joint Budget Meeting</p>	<p>Commission voted to approve the total County budget for 2008 (they did not vote on each department separately).</p>
<p>December 11, 2007 Commission Meeting</p>	<p>Commission voted to create a reserve account for a Communications Consultant to fund professional services for Communications in the amount of \$10,500.</p>
<p>2008</p>	
<p>February 12, 2008 Commission Meeting</p>	<p>Commission voted to transfer \$8,000 from the GIS reserve fund to the Computer Reserve Fund so that Director Lothrop could purchase laptops for himself and his two supervisors.</p> <p>Director Lothrop explained that the GIS funds were no longer needed and could therefore be used for something else.</p>

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<p>March 28, 2008 Commission Meeting</p>	<p>Commission voted to accept a lease for five years for the property at 360 Old County Road.</p>
<p>April 29, 2008 Commission Meeting</p>	<p>Public Comment and then discussions of the 360 Old County Road lease, the Communications Tower, and the move-in costs.</p> <p>Commission voted to pursue the process described by Rockland Code Enforcer John Root, Interim County Administrator Jeff Northgraves and Communications Director Lothrop.</p> <p>Commission voted to pursue a variance at the May 6th meeting of the City of Rockland planning board.</p> <p>Commission voted to schedule a public hearing for May 14, 2008 at 6:30 p.m.</p> <p>Commission voted to request an extension of the closing date for 360 Old County Road for a minimum of 4 weeks.</p>
<p>April 29, 2008 Commission Meeting</p>	<p>Public Hearing on the Space Needs of the Sheriff's Department (Patrol), EMA, and Dispatch. Presentation given by Interim County Administrator Jeff Northgraves. Discussion also included the 360 Old County Road property.</p> <p>Public Comment was taken.</p>
<p>May 28, 2008 Commission Meeting</p>	<p>Commission voted to terminate the lease for 360 Old County Road on the grounds that the financial commitment required of Knox County exceeds the limit set in the Lease Agreement.</p>
<p>June 10, 2008 Commission Meeting</p>	<p>Commission voted to authorize County Administrator Andrew Hart to explore options regarding space issues associated with Communications, Patrol, and EMA.</p> <p>U.S. Cellular Tower Contract discussed for Coggin's Hill in Union. The draft is still being worked on – will be brought to the Commission for a vote at a later date.</p>
<p>August 12, 2008 Commission Meeting</p>	<p>Discussion of Space Utilization and Needs Assessment for Patrol, EMA, and Communications. Chris Shrum from EMDC was present to discuss grant options available to the County.</p> <p>Commission voted to put the Space Utilization and Needs Assessment out to bid using the RFP written by Administrator Hart and Chris Shrum.</p>
<p>October 14, 2008 Commission Meeting</p>	<p>Discussion of Space Utilization and Needs Assessment proposals with Chris Shrum from EMDC.</p> <p>Commission voted to award the Space Utilization and Needs Assessment to QA13 based on the recommendation by the County Administrator, Barry Norris, Chris Shrum, and the three department heads.</p>
<p>October 16, 2008 Joint Budget Meeting</p>	<p>Space Utilization and Needs Assessment and QA13 were discussed as part of the presentation of the 2009 budget draft to the Budget Committee.</p> <p>It was noted that \$45,400.00 in funds from the 2008 budget originally intended for</p>

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	the 360 Old County Road lease would be used to pay for the Space Utilization and Needs Assessment. Any remaining funds could be put in reserve for future use.
November 6, 2008 Joint Budget Meeting	<p>Director Lothrop presented his 2009 budget to the Budget Committee and Commission. He explained that his Capital Improvement Plan included replacing old communications consoles that were not ergonomically correct. Funding was included in the 2009 budget in reserves to help fund the consoles in the 2010 budget.</p> <p>Commission and Budget Committee voted to approve the 2009 Communications budget at \$827,294.00.</p>
November 13, 2008 Joint Budget Meeting	<p>Budget Committee member Bob Duke asked to revisit the \$45,475 in Capital items in the Communications budget. He suggested removing \$27,500.00 for the work stations and pay for those entirely from the 2010 budget.</p> <p>The Budget Committee, and then the Commission, voted to approve the 2009 Communications budget at \$788,979.00.</p>
December 4, 2008 Joint Budget Meeting	<p>Public Hearing on the 2009 budget.</p> <p>Numerous motions were made to reduce the overall 2009 budget so that the assessment to the towns was at the same amount as the 2008 budget. It was discussed reducing the amount of expenditures by \$199,530 in order to lower the assessment to the 2008 amount.</p> <p>The Budget Committee and then the Commission voted to approve the 2009 Knox County Budget in the total amount of \$9,130,390 and a net amount of \$7,436,309, with \$199,530 of that coming from surplus or other means so that the towns were assessed the same amount as in 2008 (which was \$6,447,800) and did not see an increase in taxes.</p>
December 9, 2008 Commission Meeting	Update given on the Space Utilization and Needs Assessment.
December 9, 2008 Commission Meeting	Discussion of possibly changing the due date of dispatch fees so that they would be due at a different time than the County taxes. No action was taken.
2009	
January 13, 2009 Commission Meeting	Update on the Space Utilization and Needs Assessment given by Chris Shrum of EMDC. He reviewed current conditions of the departments, their needs, and four options for the Commission to consider.
February 9, 2009 Commission Meeting	Space Utilization and Needs Assessment of EMA, Patrol, and the KRCC discussed. Members of Lichtman Associates and QA13, Chris Shrum from EMDC, members of the KRCC Advisory Committee and Executive Board, and police, fire and EMS representation present. Presentation done by Lichtman Associates/QA13
February 9, 2009 Commission Meeting	Informational Public Hearing on the Space Utilization and Needs Assessment. Historical background presentation by County Administrator Andrew Hart and then a presentation by QA13.

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<p>February 10, 2009 Commission Meeting</p>	<p>Discussion of the due date of dispatch fees. The consensus was not to make any changes. The Finance Office would just try to send more reminders.</p>
<p>March 10, 2009 Commission Meeting</p>	<p>Discussion of Commissioner Parent's research on the space options for Patrol, EMA, and the KRCC.</p> <p>Discussed the Maine DOT building on Rankin Street and whether that was a possibility. MDOT was expecting to hear back from the County soon on whether the County was interested in the building.</p> <p>Administrator Hart said he was still waiting for the Final Report from QA13.</p>
<p>April 14, 2009 Commission Meeting</p>	<p>Update on the Space Utilization and Needs Assessment. A meeting would be scheduled with department heads and QA13 to cut back the square footage estimates set by QA13. The Commission felt that the QA13 estimates were far too large.</p> <p>A rough draft of the Final Report had been sent to the department heads to look over before the report would be finalized.</p>
<p>April 23, 2009 Commission Meeting</p>	<p>Update on the Space Utilization and Needs Assessment. The study is complete and the County is now just waiting on the Final Report.</p> <p>The owners of the MDOT building didn't want to wait for the Commission to make up its mind so it sold the property to Brad Carter, who offered to lease it to the County. The Commission did not want to lease property.</p>
<p>May 12, 2009 Commission Meeting</p>	<p>Update on the Space Utilization and Needs Assessment.</p> <p>The Group working on the space needs, including Commissioner Parent, has agreed to put out an RFP for offers (for buildings and/or property). The needs of the KRCC will be the determining factor when looking at potential properties.</p> <p>It was asked whether Knox Dispatch could merge with Lincoln Dispatch in their new center but there would not be enough room for all the staff it would take to handle the call volume of both counties.</p>
<p>May 27, 2009</p>	<p>Lichtman Associates/QA13 Final Report released (*See Attachment #30*).</p>
<p>July 14, 2009 Commission Meeting</p>	<p>Discussion of proposal from Lichtman Associates/QA13 for site criteria, analysis, and selection for the new Knox County Public Safety Building (*See Attachment #31*). No decision was made.</p>
<p>August 11, 2009 Commission Meeting</p>	<p>Commission voted to authorize Director Lothrop to go out to bid for Radio Console Replacements and Equipment Upgrades.</p>
<p>September 8, 2009 Commission Meeting</p>	<p>Of the five vendors to receive the RFP, only one sent in a bid. It met all of the RFP specifications. The Director requested the Commission award the bid. Funding would come from Dispatch Reserve (\$101,000), Surplus (\$30,000) and Contingency (\$26,000).</p> <p>Commission voted to accept the recommendation of the KRCC Director concerning the bid for radio consoles and equipment.</p>

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<p>October 1, 2009 Commission Meeting</p>	<p>Action item: "Act on Funding options for Simulcast Radio System Upgrades"</p> <p>Commission voted to include in the draft of the 2010 Budget the figure of \$100,000 for a simulcast radio system upgrade, as proposed by the county administrator and communications director.</p>
<p>October 22, 2009 Joint Budget Meeting</p>	<p>Presentation of the proposed 2010 Communications budget. Members of the KRCC Advisory Committee and Executive Board. Discussion of dispatching issues, the need for new consoles and the simulcast system upgrade.</p> <p>Administrator Hart was asked to put in \$40,500 back in the Communications budget for a new full-time dispatcher position and lower the part-time line to \$20,000.</p>
<p>November 5, 2009 Joint Budget Meeting</p>	<p>Further review of the Communications budget.</p> <p>The funding formula for the Center discussed.</p> <p>The consensus was to add the additional dispatcher based on the call volume reported and put the cost of the first year's installment (\$57,300) to replace the equipment and infrastructure in the Communications budget.</p>
<p>November 12, 2009 Joint Budget Meeting</p>	<p>The Budget Committee lowered the part-time line to \$6,000 and then both the Budget Committee and Commission voted to approve the Communications budget in the amount of \$898,249 for 2010.</p>
<p>December 3, 2009 Joint Budget Meeting</p>	<p>Public Hearing on the 2010 budget.</p> <p>Administrator Hart explained that an amount was added to the communications budget to cover any interest on a loan to pay for a lease/purchase even though the lease/purchase agreement has not been bid out yet.</p> <p>The Budget Committee and Commission approved the 2010 budget as presented by the Administrator.</p>
<p>2010</p>	
<p>February 9, 2010 Commission Meeting</p>	<p>Bids for a County lease/purchase of \$175,000 for a simulcast radio system upgrade for the KRCC were discussed. 4 banks responded but only 3 of them were bids.</p> <p>Commission voted to award the bid to TD Bank for an interest rate of 3.53% for a term of 5 years. The lease/purchase agreement is comprised for 4 payments with the first due on 11/15/11.</p> <p>Commission voted to authorize the county administrator and the finance director to sign the lease/purchase documents on behalf of the County.</p> <p>The lease/purchase agreement language was read into the Commission minutes for the record.</p> <p>Commission voted to approve the lease/purchase agreement as read.</p>

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<p>March 9, 2010 Commission Meeting</p>	<p>Director Lothrop distributed copies of an overview of the Kimball Report for Optimum PSAP Reconfiguration Assessment. The overview is in the Commission meeting minutes. (*See Attachment #32* for full report).</p> <p>There was a long discussion about the report and its recommendations.</p>
<p>April 13, 2010 Commission Meeting</p>	<p>It was noted that several properties had been looked at to solve the space needs problem for Patrol, EMA, and the KRCC since the County decided not to pursue the DHS building on Old County Road. The State Police barracks in Thomaston is being looked at but the Town of Thomaston is also interested in the property.</p>
<p>June 8, 2010 Commission Meeting</p>	<p>Inter-Local Agreement between Knox County (Sheriff's Department, DA's Office, the KRCC, and Administration/IT) and the four police departments (Camden, Thomaston, Rockland, Rockport) in Knox County was discussed. The purpose of the public safety cooperative is to create an electronic database of public safety information to be used by member agencies. Rockland's City Council had already signed the agreement and it is expected that the other three municipalities will do the same.</p>
<p>July 13, 2010 Commission Meeting</p>	<p>The County's signature page of the Inter-Agency agreement had already been signed by KRCC Director Lothrop and the District Attorney. It just needed Commission approval.</p> <p>Commission voted to approve the Inter-Agency Cooperation Agreement.</p>
<p>August 10, 2010 Commission Meeting</p>	<p>It was noted that Director Lothrop had sent out an email to the Commission about a "straw-man report" on the consolidation of PSAPs. (*See Attachment #33*). The report recommends consolidating the PSAPs to only have 9 PSAPs, among other changes. Written comments are due by September 14th to the Public Utilities Commission with a public hearing on September 22nd.</p> <p>It was noted that the Inter-Agency group had met this morning. Officers for the Board were elected for the year. A sub-committee was established to format a five-year strategic plan and report back to the Inter-Agency group on September 21st. Director Lothrop noted that the group is also looking into grants or requesting money to be set aside for upgrades. In particular Director Lothrop was interested in software that would allow dispatchers to look at information on their computer instead of printed manuals but would cost \$105,000.</p>
<p>September 14, 2010 Commission Meeting</p>	<p>Commission voted to approve the county administrator to sign the Exclusive Buyer Representation Agreement.</p> <p>This gives the County a buyer agent for any property the County is interested in looking at possibly purchasing to resolve the space needs issues for the 3 departments. The agreement is with Martin Cates of Jaret & Cohn.</p>
<p>October 20, 2010 Commission Meeting</p>	<p>Presentation of MRI's Organizational Study to the Commission, which included some findings and recommendations for the Communications Center in terms of space needs, staffing, and the cost of relocation if the KRCC leaves the jail. The recommendation was to expand and rehabilitate the KRCC, move Patrol to a new facility and co-locate the EOC with the KRCC.</p>

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November 2, 2010 Commission Meeting	Discussion of IT needs for each department, including Communications. Security of the Spillman system specifically discussed with regards to IT.
November 4, 2010 Joint Budget Meeting	Communications 2011 budget draft discussed. A straw vote of the Budget Committee was taken to accept the county administrator's total net budget for the Communications department in the amount of \$929,628.
November 9, 2010 Commission Meeting	Commission voted to approve the expenditure of funds from the Building Reserve Account not to exceed \$5,000 for due diligence work done on 301 Park Street. It was noted that all three department heads and the KRCC Executive Board are in favor of this.
December 9, 2010 Joint Budget Meeting	Final votes on the departmental budgets in preparation for the Public Hearing. Budget Committee voted to approve the administrator's proposal of \$939,252 minus the 2% wage increase. (The vote was 5 in favor and 2 opposed.)
December 16, 2010 Commission Meeting	Public Hearing on the 2011 Knox County Budget. The bottom line is approved (they did not vote each department separately since they had done so at the December 9 th meeting).
2011	
January 11, 2011 Commission Meeting	Commission voted to authorize the expenditure not to exceed \$40,000 out of the Dispatch Surplus account for the Benner Hill Tower replacement project.
April 4, 2011 Commission Meeting	Commission voted to authorize the expenditure of funds from the Knox Regional Communications Center Surplus account, not to exceed \$20,000, for the purchase and installation of generators at the Vinalhaven and Ragged Mountain tower sites.
May 20, 2011 Commission Meeting	Commission voted to authorize the county administrator to consider executing a purchase and sales agreement for the 301 Park Street property for a purchase price of \$500,000.
June 14, 2011 Commission Meeting	County Administrator Hart explained that the as part of the KRCC Simulcast Project, the County needs to switch from 5.8 to 4.9 GHz. The original request had been to take money from Dispatch surplus and hopefully use grants to fund the rest. The County was able to get \$5,000 in grant money and Director Lothrop will fund the other \$5,000 from his operating budget. No action was necessary by the Commission.
July 7, 2011 Commission Meeting	Discussion of the Preliminary Floor Plan and proposed cost estimate for 301 Park Street. No action was taken by the Commission.
July 12, 2011 Commission Meeting	Discussion of the Preliminary Floor Plan and proposed cost estimate for 301 Park Street. Commission voted to move forward with Alternate Consideration #1 for a total

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	of \$1,250,000 (rounded up from \$1,238,720).
August 1, 2011 Commission Meeting	<p>Discussion of the Preliminary Floor Plan and proposed cost estimate for 301 Park Street.</p> <p>Commission voted to adopt the Original Plan (REVISED) that the renovations and other upgrades shall be in the amount of \$2,500,000 to include the cost of the land and building at 301 Park Street.</p>
August 9, 2011 Commission Meeting	<p>Commission voted on the Adoption of the Knox County 2011 Bonds Order Submitting Question to Referendum (which included having the recommendation of the budget committee) for the 301 Park Street and Radio/Microwave Upgrades.</p> <p>Commission voted to set the length of the bond on the official ballot to 15 years to maturity.</p> <p>Commission voted to Adopt the Knox County 2011 Declaration of Intent.</p> <p>Discussion of where to hold Bond Referendum public hearings since there needed to be one meeting in each Commissioners' district.</p>
August 22, 2011 Commission Meeting	<p>Discussion of Public Hearings for the Bond Referendum. The Administrative Office will get printed materials ready for the meetings and the three department heads will be asked to attend all of the meetings.</p>
October 11, 2011 Commission Meeting	<p>Commissioner Maines asked about seeing in the news that the State Department of Public Safety wanted there to be only 2 PSAPs in Maine. Administrator Hart explained that the State would still need the call centers. The issue is that each call would then be handled twice and there's always the chance of the call being dropped. Sometimes the data doesn't make it to the local communications center if that happens.</p>
November 10, 2011 Joint Budget Meeting	<p>Review of the 2012 Communications budget draft by the Commission and Budget Committee.</p> <p>A straw vote was taken by the Budget Committee on the budget as presented with 7 in favor and 1 against it.</p>
November 17, 2011 Joint Budget Meeting	<p>Final votes on individual budgets in preparation for the Public Hearing.</p> <p>Budget Committee voted on the Administrator's proposal for the 2012 Communications budget at \$993,624 with 5 in favor, 2 opposed, and 1 abstention.</p>
December 1, 2011 Joint Budget Meeting	<p>Public Hearing on the 2012 Knox County Budget. The budget was passed as presented.</p>
December 13, 2011 Commission Meeting	<p>Commissioner Parent discussed that the Communications fees are based on population and right now the Town of Warren has the population of the State prison included in their population. The Town Manager of Warren is trying to get the legislature to get that changed.</p>

2012

February 14, 2012 Commission Meeting	Update given on the 301 Park Street project. Administrator Hart said that he had been speaking with a communications engineer from Connecticut to get some communications vendors and their references to see who would be qualified to serve the County for the communications piece of the project.
March 14, 2012 Commission Meeting	<p>Discussion of Director Lothrop's report mentioning LD 1614 which called for the reduction in the number of PSAPs in the state. The funding for the PSAPs in Maine came in under budget, so there were no PSAPs cut. LD 1614 was not passed.</p> <p>Commission voted to award the bid for Architect/Engineer for the 301 Park Street project to Gartley & Dorsky Engineering & Surveying for a bid total of \$84,250.</p> <p>Commission voted to award the bid for Engineering for the Communications Project to MARCUS Communications for a bid total of \$64,260.</p>
April 10, 2012 Commission Meeting	Update given on the 301 Park Street project.
May 8, 2012 Commission Meeting	Update given on the 301 Park Street project. It was noted that the Rockland Zoning Board was going to review the tower application.
June 12, 2012 Commission Meeting	Update given on the 301 Park Street project. The County had received approval on the site tower from the City of Rockland Zoning Board of Appeals. The entire project was approved by the Planning Board. Discussed sprinkling systems for the building.
July 10, 2012 Commission Meeting	Update given on the 301 Park Street project. The "Knox County Public Safety Building Project" RFP has gone out to bid. MARCUS Communications is still working on getting the Communications RFP ready to bid out.
August 14, 2012 Commission Meeting	Commission voted to award the 301 Park Street Knox County Public Safety Building Renovation and Addition Bid to Ganneston Construction with a base bid of \$1,257,144, and with the additional of seven bid alternates for a bid total of \$1,212,286, and to authorize the county administrator to sign all construction and associated documents.
August 21, 2012	Ground breaking ceremony at 301 Park Street.
September 11, 2012 Commission Meeting	<p>Discussion of Director Lothrop's report mentioning being against some budget cuts which removed the raised floor of the communications center from the plans. Administrator Hart explained that it was put back into the plans.</p> <p>Commission voted to award the Communications Simulcast Upgrade bid to Active Communications in an amount not to exceed \$920,000.</p> <p>Update given on the Knox County Public Safety Building project.</p>
October 9, 2012 Commission Meeting	Update given on the Knox County Public Safety Building project
October 19, 2012 Commission Meeting	Commission review of the budget draft for all departments for 2013. It was noted that State legislation recently changed Warren's census numbers to no longer include the population of the prison, which then changed how much of the Communications

Knox County Dispatch Services Timeline

	<p>funding the Town of Warren will be responsible for.</p> <p>Also discussed the Knox County Public Safety Building project.</p>
November 13, 2012 Commission Meeting	<p>Update given on the Knox County Public Safety Building project.</p> <p>Director Lothrop noted that the E-911 bid award to FairPoint Communications had been deemed invalidated so it was uncertain how long it would be before the County could implement the new system.</p>
November 15, 2012 Joint Budget Meeting	<p>Review of the Communications Budget by the Budget Committee and Commission.</p> <p>Straw vote of the Budget Committee with 7 in favor of approving the budget as presented with one abstention.</p>
November 20, 2012 Joint Budget Meeting	<p>Final vote on all departmental budgets in preparation for the Public Hearing.</p> <p>Budget Committee voted unanimously to approve the Communications budget as presented by the administrator: \$988,341.</p>
December 11, 2012 Commission Meeting	<p>Update given on the Knox County Public Safety Building project.</p>
December 11, 2012 Joint Budget Meeting	<p>Knox County 2013 budget passed by both the Commission and Budget Committee.</p>
2013	
January 8, 2013 Commission Meeting	<p>Update given on the Knox County Public Safety Building project.</p> <p>Dispatch console installation was slated for January 22 -24th. There was no official move-in date yet, and no date had been set for doing an open house.</p> <p>Director Lothrop commented that he wanted the Communications Center to be up and running for a month to get the bugs out and running smoothly before the County entertained the idea of inviting the public in. The Sheriff's Department and EMA will move in first because it will take a little while to get Dispatch moved all in. Director Lothrop didn't want to invite the public in before the dispatch consoles were all moved in because he wanted the public to be able to see the complete picture of what their money had been spent on.</p>
February 12, 2013 Commission Meeting	<p>Commission voted to award the janitorial/cleaning services contract for 301 Park Street to Lou's Commercial Cleaners for a bid total of \$15,600 for February 2013 – June 30, 2014.</p> <p>Commission voted to award the building maintenance/management services contract for 301 Park Street to Maine Real Estate Management for \$400 per month for the period of February 2013 – June 30, 2014.</p> <p>Commission voted to set the date of the Knox County Public Safety Building Open House for Tuesday, March 5, 2013 from 3 – 7 p.m.</p>
March 12, 2013 Commission Meeting	<p>Commission voted to approve the changes to the Dispatcher job description as presented.</p>

Knox County Dispatch Services Timeline

Changes to the Dispatcher Job Description included removing maintaining the warrant repository for Knox County from the Essential Duties and Responsibilities and MWM (Maine Wanted & Missing) validations from the Essential Duties and Responsibilities as both are now being handled by District Court. Dispatchers do maintain the in-house records of all warrants so that has been added to the Essential Duties and Responsibilities.

Commission voted to approve the changes to the Dispatcher Supervisor job description as presented.

The only change to the Dispatch Supervisor Job Description was to remove completing MWM (Maine Wanted & Missing) validations from the Essential Duties and Responsibilities as that is now being handled by the District Court.

Update given on the Knox County Public Safety Building project. The KRCC Simulcast Upgrade Communications Project was a little over half expended for equipment that was ordered and come in. Things have been held up somewhat due to weather conditions and trying to get agreement and easements for towers finalized before installations can begin. There were still some parking/paving and landscaping issues that will be fixed in the spring. There hadn't been any billing yet for site work because of waiting for agreements and some of the other documents.

May 14, 2013
Commission Meeting

Commissioner Maines asked Director Lothrop if the Benner Hill issue with the property owner had been resolved. Director Lothrop responded that it had and that the County was assisting in mitigating the damage to the property and working on the culvert. The land owner blocking the workers from using the access road for a while set the County back a month.

Commissioner Maines asked Director Lothrop about the question of whether the Budget Committee would review the Communications budget or not and how the bylaws affected that. Director Lothrop explained that the bylaws have been looked at by the KRCC Executive Board. Administrator Hart explained that the Executive Board wanted to rewrite the bylaws which were put in place before the County Charter was approved and the form of government was changed. After the revisions were reviewed by the County's legal counsel, the Executive Board decided to completely re-write the bylaws. They're working on a draft that will go to legal counsel and then back to the Executive Board before going to the Commission. Legal counsel originally thought the Budget Committee needed to approve the Communications budget because he thought the Communications budget was funded by taxes, which it is not, so now he is saying it should be approved by the Executive Board and the Commission only.

July 9, 2013
Commission Meeting

Commission voted to award the bid for the LaChance Property Drainage Improvements (related to the Benner Hill project) to Farley & Son, Inc. for a bid total of \$9,835.31.

Commission voted to approve the Knox County Addressing Ordinance and to appoint Communications Director Linwood Lothrop as the 911 Addressing Officer.

It was noted that testing on the Communications system is scheduled to start the 10th. Active Communications will have 3 of their employees with some users who will focus on the Friendship/Owls Head area, and Camden which has had issues too.

Knox County Dispatch Services Timeline

<p>July 25, 2013 Joint Budget Meeting</p>	<p>Administrator Hart gave the Budget Committee an update on the Public Safety Building Project and the KRCC Simulcast Upgrade Project.</p> <p>The Communications Budget approval process was also explained to the Budget Committee of how the process would be this year. The Budget Committee would not be reviewing or vote on the 2014 Communications Budget.</p>
<p>September 10, 2013 Commission Meeting</p>	<p>KRCC Executive Board Chair Chris Farley explained that Municipal Resources, Inc. (MRI) is working with the Executive Board to re-write the bylaws.</p> <p>Commission formally voted to respect the County’s legal opinion and approve the budget review process as spelled out in the KRCC bylaws, which is to have the KRCC Executive Board approve the budget in conjunction with the Commission.</p>
<p>October 4, 2013 Commission Meeting</p>	<p>Commission review of the departmental budgets, including Communications.</p>
<p>October 8, 2013 Commission Meeting</p>	<p>Administrator Hart explained that last May he had contacted Municipal Resources, Inc. (the same company that did the County’s Organizational Study) and asked them to do a more in-depth study of just Communications. MRI submitted a proposal to do the study for \$16,750. The Administration decided to do part of the project itself by having the HR Consultant facilitate a user survey of all the end users (fire departments, police departments, EMS – the people that use the communications system). In September, MRI submitted a refined proposal. MRI would look at 4 or 5 other counties and comparing them to Knox’s Center. MRI would look at the current municipal assessment, whether to keep both the Executive Board and the Advisory Committee, the makeup and governance of the Communications Center, the Standard Operating Procedures used by the Communications Center, and will be helping to write the Bylaws. The Commission had been provided with MRI’s original proposal based off a Scope of Work that the County had provided to MRI earlier. Administrator Hart asked the Commission to approve an amount not to exceed \$5,500. MRI would start as soon as possible and could potentially have something back to the Commission between two or three months. He explained that he was only asking for \$5,500 because he felt some things could be done in house like the user surveys. If the Administration felt like there was a need MRI’s help for something, it would be brought back to the Commission for approval. The main things that the County needs help with is the governance of the Center and the bylaws.</p> <p>When asked for his opinion, Director Lothrop stated that he was fully in favor of this study being done. The Center was originally set up in 2000 and things really needed to be brought up to date. The Funding formula works well but the Center hasn’t had a really good procedural update done in a long time and the County needs to make the Center as efficient as it can be.</p> <p>Commission voted to approve funding from the Communications budget for Municipal Resources, Inc. for a limited-scope study for an amount not to exceed \$5,500.</p>
<p>October 24, 2013 Joint Budget Meeting</p>	<p>Explanation of why the Budget Committee would not be reviewing or voting on the Communications budget given again. It was noted that the Commission would formally vote on the Communications budget on November 12, 2013.</p>

Knox County Dispatch Services Timeline

November 12, 2013 Commission Meeting **Commission voted to approve the 2014 Communications budget as presented.**

It was noted that the figures would change before the Public Hearing because of the personnel services figures being updated. The Commission will therefore vote on the budget again (without the Budget Committee) at the Public Hearing.

A breakdown of the costs for the 301 Park Street and Communications Simulcast Project was given to the Commission:

301 Park Street & KRCC Simulcast Project Total Cost

1. Ganneston – Building	\$1,239,142.65
2. Active Communications -KRCC Simulcast Upgrade	\$ 895,881.32
3. Gartley & Dorsky -Engineering 301 Park Street	\$ 84,250.00
4. Marcus Communications	\$ 64,260.00
5. Purchase of 301 Park Street Property	\$ 495,317.23
6. Miscellaneous	<u>\$ 212,071.80**</u>
TOTAL	\$2,990,923.00

**The major expense for this item was the tower located at the back of 301 Park Street. Other items that made up this total are the following:

1. Permanent Bond Expenses (Moody's Bond Rating, Bond Counsel, etc.)
2. Dale Rowley - Knox County's -Owner's Engineer
3. Fiber -301 Park Street from 327 Park Street
4. Telephone System -301 Park Street
5. Window Blinds
6. KRCC System Upgrade Owner's Engineer
7. FairPoint Moving Costs for the 911 System
8. Generator

The major impact on the grand total was the figure for the building as the original cost estimates when we first started this in late 2010 and early 2011, the cost of the building renovation and addition was approximately \$810,000. When the County went out to bid 1 ½ years later, the cost of labor and materials etc. had increased significantly.

301 Park Street

Building Bond	\$2,563,846
Knox County Special Project Grant	\$186,230
PY11 -Homeland Security Grant	\$24,710
FY10 -Interoperable Emergency Communications Grant Program (IECGP)	\$2,500
Subtotal Grants	\$213,440

Building	\$133,630
Forfeiture -State	\$643
Forfeiture -Federal	\$79,364
Subtotal Reserve Accounts	\$213,637

Grand Total **\$2,990,923**

Commission voted to approve the expenditure of \$79,364 in federal forfeiture funds for the 301 Park Street Project.

November 14, 2013 Joint Budget Meeting **Final votes taken on all departmental budgets in preparation for the Public Hearing *except* for the Communications Budget (only the Commission will vote on the Communications Budget).**

December 5, 2013
Joint Budget Meeting

Public Hearing on the 2014 Knox County Budget.

Separate Public Hearing on the Communications Budget. Various Budget Committee members spoke against the fact that they were not allowed to review the Communications budget this year.

Commission voted to approve the 2014 Knox Regional Communications Budget as presented in the total amount of \$1,450,999 and a net amount of \$1,013,832 (with \$37,167 coming out of Communications Surplus).

2014