

**MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS OF THE
MILFORD AREA COMMUNICATIONS CENTER
IN PERSON AND VIA ZOOM**

June 3, 2021

PRESENT: Jay Wilson, BOG Chairman, Town of Mont Vernon
Craig Frye, BOG Vice Chairman, Town of Milford
Eric Olesen, BOG Member, Town of Wilton
Darlene Bouffard, Recording Secretary
Jason Johnson, MACC Director

1. Call to Order: Jay Wilson called the meeting to order at 9:36 a.m.

2. Approval of Minutes: May 6 and May 19, 2021

The minutes of April 27, 2021 had previously been reviewed and there were several emails back and forth. E. Olesen suggested just having the minutes with the presentation attached and that will take care of those minutes. All agreed. E. Olesen moved to approve both sets of the April 27, 2021 minutes (original and K. Kokko changes) and provide the presentation as the attachment. C. Frye said he would prefer to have the minutes in front of him before making any motion. J. Wilson said there will be an official meeting before the next work session and take care of all the minutes at the beginning of that meeting. E. Olesen moved to approve the May 6, 2021 MACC minutes. C. Frye seconded. J. Wilson in favor, E. Olesen in favor, C. Frye in favor. Motion passed. The May 19, 2021 minutes were not available for this meeting.

3. Old Business:

Treasurer job description – J. Wilson asked if there were any findings on this? The Treasurer in Mont Vernon is appointed and the BOG needs to clear up the job description/responsibilities for the MACC position. We can go with what town's are doing with two signatures, one from the Treasurer and on BOG representative if you would like.

Draft Audit approval – J. Johnson needs the audit signed and to officially submit to the accountant. C. Frye said that was already done. J. Johnson said they have e-mailed it, which is just like a signature. J. Johnson will get this done today.

Handbook/Manual – C. Frye has read both handbooks and he has some suggestions. J. Wilson would like to identify the ones that can be approved and if there is something we need to talk about we can do that at the Work Session. J. Wilson thinks the posting for the dispatch positions should be open for more than 7 days. E. Olesen said the discussion was that if someone was out of the office, they could still bid for the position. J. Wilson asked if we want to put something about someone being on leave wanting to apply for a position. C. Frye thinks it should be open 30 days, all were in favor. E. Olesen moved to change to 30 days for a position to be left open instead of 7 days. C. Frye seconded. J. Wilson, E. Olesen and C. Frye were all in favor.

C. Frye asked about requesting time off two weeks in advance and if that is normal? J. Johnson said that is typical. All members agreed that can be changed to one week advance.

E. Olesen moved to change the two hour notice for calling out, to be 4 hour notice for calling out. C. Frye seconded. All were in favor.

J. Johnson noted that this meeting is not being recorded and started the record button. C. Frye asked if COBRA is offered? J. Johnson said yes, it is a Federal Law.

One item that is not addressed in the handbook is the payout of the 40% employer portion of health insurance benefit. J. Johnson said right now there are only full time employees working 40 hours per week are eligible for the NHRS benefit.

IMA – Discussion ensued about the IMA. J. Wilson said the 2018 IMA should be looked at. J. Wilson said the 2018 IMA is clearer than the 2013 IMA which does not cover the other towns for very long. C. Frye indicated any member can leave the IMA after one year anyway. E. Olesen asked why don't we look at a five year IMA? C. Frye said Milford will not go to a 7 or 10 year IMA but might go for a five year. J. Wilson just does not want to waste time since there are no commitments. C. Frye asked if they are going to Amherst? J. Wilson answered not that he is aware of and he feels Milford should work with the other towns. E. Olesen said that Wilton cannot wait to find out what Milford's position is, we can't just wait until the end so Wilton is looking at its options. C. Frye asked

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1 if Milford does its own infrastructure, it is just with MACC as a call center. J. Wilson said it will always be a dis-
2 patch center. C. Frye responded okay and Milford will own its own equipment. The town is too big, we need to
3 have our own infrastructure.

4
5 Ambulance Director Eric Schelberg, stated for the record, he would like to have a channel just for ambu-
6 lance. Mont Vernon Selectman Kim Roberge, said we are now in June and the BOG is looking at different options,
7 but one needs to be selected since towns are going into budget season. J. Wilson is looking to have something done
8 over the summer so the BOSs can get information to move forward. In the next 2-3 months the BOG will have addi-
9 tional meetings and the BOG will bring something forward at that time. K. Kokko has received some of the answers
10 from legal, specifically grant funding, basically because the law says MACC is quasi-municipal, the State will not
11 treat MACC the same, does MACC want to pursue asking Homeland Security if it can qualify? Does MACC want to
12 become a Fire Mutual aid model? Or do the towns want to qualify for their own funds? J. Wilson said that is why
13 we cannot agree on a government model; if the BOG can agree on something and the BOS can also agree to move
14 forward, we can then move into that but why we are being treated differently? J. Johnson said the attorney answered
15 that Homeland Security responded to MACC existence the way they wanted, legal counsel cannot change that; we
16 can provide to them information asking why MACC is treated different.

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18 K. Kokko said MACC can apply as different communities; if MACC wanted to apply, Wilton would need
19 to apply independently. E. Olesen said we don't, we contacted Homeland Security. J. Johnson said we can go to
20 Homeland Security to ask why MACC is different for qualification. J. Wilson said we can do that now. All mem-
21 bers concurred. E. Olesen moved to authorize J. Johnson to follow up with Homeland Security on the qualifications.
22 C. Frye seconded. J. Wilson in favor, E. Olesen in favor, C. Frye in favor. Motion passed. J. Wilson hopes we can
23 get an answer by the next Work Session. K. Kokko has a valid contact that can be used.

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25 **4. New Business:** There were no discussions.

26 **5. Town Reports / Updates / Planning** – see previous discussions.

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28 **6. Updates from Director:** J. Johnson asked about the tree issues in Wilton and if any tree maintenance will be
29 done, since the trees are interfering with the microwave system. E. Olesen asked if the town needs to meet with the
30 property owners? J. Johnson said there is a 2019 price on the tree maintenance, but where does Wilton stand on
31 that? E. Olesen said he will follow up. J. Wilson said the microwave system is for all of the towns, so we could try
32 getting more from other towns to pay for it, by the next Work Session, maybe we could get some answers. J. John-
33 son also passed the registers around for review/signature; he will meet with the Emergency Department Heads to find
34 out their department needs for equipment. Need to look at new CAD software, the biggest users of that are Police
35 Departments. J. Johnson is looking for something that satisfies all services, they will need to be changed in a couple
36 of years and will not provide updates after 2022 but CAD has worked well for 20 years. The goal is to come up with
37 common frequencies for all three towns. Milford will not share frequencies. Right now, Fire and Ambulance share a
38 frequency and are okay with that. We need to figure out what everyone wants but we need standardization. J. John-
39 son wants to look into fiber optics, since microwaves have a line of sight issues.

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41 The air conditioning installation was finished in MACC dispatch offices. The preventative maintenance on
42 all equipment starts June 15. Public meetings need to start up again June 12. C. Frye asked if Jason should look into
43 CAD now? J. Wilson said it would be helpful to get Fire, EMS and Police representatives to work with Jason to
44 look at that. C. Frye will set up a meeting with CFI for a demonstration. J. Wilson asked if Police, Fire and Ambu-
45 lance could all be involved with J. Johnson to have representation? All concurred that would be helpful.

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47 **7. Announcement:** It was agreed to hold the next BOG meeting June 24, 2021 at 8:30 am at MVF followed by a
48 Work Session. People can come to Mont Vernon Fire Department in person or zoom in.

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50 **8. Public Comments:** There were no public comments.

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52 **9. Items not on Agenda:** There were no other items discussed.

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54 The meeting was adjourned at 11:38 am on motion made by E. Olesen, seconded by C. Frye. C. Frye yes; E. Olesen
55 yes; J. Wilson yes.

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10. Non-public: 91-A:3II(b). C. Frye moved to enter into non-public session. E. Olesen seconded. J. Wilson in favor, C. Frye in favor, E. Olesen in favor. Motion passed.

After coming out of non-public session, C. Frye moved to seal the non-public minutes. E. Olesen seconded. C. Frye, E. Olesen and J. Wilson were all in favor. Motion passed.

E. Olesen moved to adjourn the BOG meeting at _____. C. Frye seconded. All were in favor. Motion passed.

Respectfully Submitted,

Darlene J. Bouffard
Recording Secretary

Chairman, Jay Wilson

Vice Chairman, Craig Frye

Member, Eric Olesen

THE MINUTES OF THE 6/3/2021 BOG WERE APPROVED 7/22/21