

LEWISTON-AUBURN 911 COMMITTEE

MINUTES

Date: Thursday, January 16, 2020
Time: 0800
Location: LA911 Communications Center

Roll Call:

Present- Chief Jason Moen, Chief Brian O'Malley, Chief Brian Stockdale, Finance Director Heather Hunter, Councilor Leroy Walker, and Citizen-at-large Wayne Werts

Staff- Director Paul LeClair, IT Director Drew McKinley, and Operations Manager Tim Hall

Secretary- Katie Gallant

Guest(s)- Pvt. Brian Martin

Meeting called to order by Lewiston Auburn 911 Director, Paul LeClair at 08:03.

Approval of Minutes: December 19, 2019, meeting minutes.

- Motion to accept the August minutes made by Councilor Walker, seconded by Chief Moen.
- All in favor. Motion passes.

Executive Session: Personnel Issue

- No executive session.

Election of Officers:

- Chief O'Malley nominated Finance Director Hunter to remain as Treasurer.
- Chief Stockdale nominated Chief Chase to be Chairman.

- Chief O'Malley agreed to be Vice Chair.
- Katie Gallant agreed to remain as Clerk.
- Motion to accept officers as nominated made by Chief Moen, seconded by Councilor Walker.
- All in favor. Motion passes.

Financial Report:

FY20 Operational Budget Review

- Director LeClair reviewed the year to date operational budget report.
- Motion to approve the FY20 operational budget review made by Councilor Walker, seconded by Chief Moen.
- All in favor. Motion passes.

FY20 Capital Project Review

- Director LeClair advised the committee that the DDR will be done by the end of January.
- Delivery dates have been set for the mobile and portable radios.
- The digitizer will be going in with the console furniture.
- Motion to accept the FY20 Capital Project Review made by Councilor Walker, seconded by Chief Stockdale.
- All in favor. Motion passes.

FY21 Budget Draft

- Director LeClair presented the FY2021 Budget Draft to the 911 Committee for approval to submit to the joint agency budget review citing a two percent increase using \$17,000 of fund balance.
- Motion to approve the FY21 Budget Draft made by Chief Moen, seconded by Councilor Walker.
- All in favor. Motion passes.

Poland Contract

- Director LeClair requested approval of the Poland contract update, stating the fee will continue to increase at 2.5% annually until 2023.

- Motion to approve the updated Poland contract made by Councilor Lajoie, seconded by Finance Director Hunter.
- All in favor. Motion passes.

Director's Report:

- Director LeClair informed the committee that we currently have five vacancies.
- There will be two trainees attending the Academy at the end of January. One trainee has completed Academy training and is currently training on the morning shift. One potential hire has accepted our conditional offer of employment and pending the background check will start mid-March and attend Academy training at the end of March. The final vacancy will remain open until the final quarter of this fiscal year.

IT Director's Report:

- The radio system design is almost complete. We are still working out some final details regarding VHF and patching through to channels. There will be no cost for this to any mutual aid agencies. The project is on schedule.

Operations Manager's Report:

- No report.
- Next meeting:
- Thursday, February 20, 2020, at 08:00.

Public Comment:

- No public comment.

Adjournment:

- Motion to adjourn made by Chief Moen, seconded by Chief O'Malley.
- Meeting adjourned at 08:22.