

LEWISTON/AUBURN 9-1-1 COMMITTEE

MINUTES

Date: Wednesday, March 18, 2015
Time: 1300
Location: LEWISTON/AUBURN 9-1-1, 552 Minot Avenue Auburn, Maine 04210

1. ROLL CALL:

- A. Present: Chief Paul LeClair, Chief Frank Roma, Chief Phil Crowell, Finance Director Heather Hunter, Dr. Tammie Willoughby, Councilor Leroy Walker
- B. Staff: Director Phyllis Gamache, Systems Manger Drew McKinley, Secretary Kristal Goff
- C. Absent: Chief Michael Bussiere, Patricia Mador, Esq., Councilor Donald D'Auteuil
- D. Guest: Deputy City Administrator Phil Nadeau (Lewiston)

2. OPEN SESSION:

- A. Meeting called to order at 1:00 p.m. –
 - i. Motion made by Chief LeClair to accept corrections to minutes from January 30, 2015 and minutes from February 19, 2015.
 - ii. Seconded by Councilor Walker and Dr. Willoughby.
 - iii. Abstained by Finance Director Hunter.
 - iv. Motion passed.
- B. Director's update –
 - i. *Personnel* –
 - 1. TC4 (Supervisor) Jandreau started training on March 12, 2015. He is spending time with each of the current TC4s and is doing well.
 - 2. Dispatcher Reny is has completed several classes at the Maine Criminal Justice Academy as part of the training program and is ready to move from overnights and cycle through the other shifts. She's doing well.
 - ii. *Union* –
 - 1. First round of contract negotiations was on 2/26/15.
 - iii. *Vacancies* –
 - 1. Currently, the Center has 3 vacancies. No one is in the pipeline at this time.
 - a. The Office Manager is confirming the vacancies are posted on the each city's websites.
 - iv. *Operations* –
 - 1. Work on the building will not require relocation.
 - 2. The agreement to be back-up to ASO has not been signed as of yet. Waiting for approval from the Center's attorney.
 - 3. Phone system issues are still being worked out. There is an upcoming meeting with Oxford Networks.

- a. Department heads have made notifications to personnel that it is vital for individuals calling from city phones to clearly identify where they are calling from.
 - v. *RFP for Radio Project* –
 - 1. Still working on creating an RFP template that meets the needs of the project.
 - a. Looking to Portland and Franklin County for guidance as they have recently hired consultants for a similar project.
 - i. Consultants used by Portland/Franklin County cost approximately \$10k (excluding signal surveys).
 - b. A draft proposal from the consultant(s) is requested by the Committee prior to locking in with a consultant.
 - i. Will the consultants be able to give a good estimate on how much the project might cost?

C. *Budget Discussion* –

- i. Director Gamache has made corrections to the budget based on discrepancies discovered by Finance Director Hunter.
 - 1. Most of the differences between FY15 approved budget and FY16 proposed budget are based on increases to insurances, office supplies, step-increases not reflected in regular salaries.
 - a. The salaries reflected are based on the current union contract and the union is currently in negotiations
 - 2. Principal line item at a \$19k increase which reflects bond fees from each city.
 - 3. Principal and Interest line items need corrections due to the phase III of the Virtualization Project.
 - a. City of Auburn will need to provide their fixed interest for the project based off their amortization schedule.
- ii. With corrections, the proposed increase is 4.5%.
- iii. Finance Director Hunter makes a motion to approve pushing budget to council.
 - 1. Seconded by Chief Roma.
 - 2. Motion passed.

D. *Fund Balance Purchases* –

- i. Nothing that been purchased from the undesignated fund balance as previously approved.
 - 1. The amount previously approved totaled \$47,300 (not including \$12k phone upgrade).
 - a. Purchases determined to be priority:
 - i. Phone System
 - ii. Digitizer Printer
 - iii. UPS Maintenance
 - iv. HVAC (later in the FY)
 - v. Data Recovery (half has already been purchased)
 - vi. Thin Client

- a. Guidance from the Committee is to go slow on purchases.
 - a. There should only be a drawdown of \$21k based on projected savings.
 - ii. Chief Roma makes a motion to approve \$47,300 & \$12,500 to be spent on prioritized list of purchases.
 - 1. Seconded by Councilor Walker.
 - 2. Motion passed.
 - iii. Chief LeClair makes a motion to approve a sole source for the phone upgrade.
 - 1. Seconded by Chief Roma.
 - 2. Motion passed.
- E. Chief LeClair makes a motion to move into Executive Session at 1402.
- i. Seconded by Councilor Walker.
 - ii. Motion passed.
- F. Chief Crowell makes a motion to come out of Executive Session at 1432.
- i. Seconded by Councilor Walker.
 - ii. Motion passed.
- G. The April meeting will be determined by a Doodle survey; moving forward and beginning in May, the committee will meet the third Thursday of every month.
- H. Chief Crowell makes a motion to adjourn at 1435.
- i. Seconded by Chief Roma.
 - ii. Motion passed.