

LEWISTON-AUBURN 9-1-1 COMMITTEE

MINUTES

Date: January 31, 2014
Time: 8:00a.m.
Location: L/A 9-1-1, 552 Minot Avenue

1. Roll Call

- A. Present: Chief Paul LeClair, Chief Frank Roma, Chief Michael Bussiere, Heather Hunter, Chief Phil Crowell, Auburn Councilor Leroy Walker and Patricia Mador
- B. Staff: Director Phyllis Gamache and Robinson Copland

2. OPEN SESSION:

A. Meeting called to order at 8:05a.m.

- 1. Motion made by Chief Crowell to accept the minutes from December 6, 2013 as presented.
- 2. Seconded by Councilor Walker.
- 3. Abstained by Chief Bussiere and Heather Hunter.

B. Election of Officers

- 1. Nomination of Chief LeClair as Chair
 - i. Motion made by Chief Bussiere.
 - ii. Seconded by Heather Hunter.
 - iii. Passed unanimously.
- 2. Nomination of Chief Crowell as Vice Chair
 - i. Motion made by Chief Bussiere.
 - ii. Seconded by Heather Hunter.
 - iii. Passed unanimously.
- 3. Nomination of Heather Hunter as Treasurer
 - i. Motion made by Chief Bussiere.
 - ii. Seconded by Chief Roma.
 - iii. Passed unanimously.
- 4. Nomination of Robinson Copland as Secretary
 - i. Motion made by Chief Bussiere.
 - ii. Seconded by Chief Roma.
 - iii. Passed unanimously.

C. Financial Update –

Year to date financial report presented by Robinson Copland

- 1. Motion made by Chief Crowell to accept the financial report as presented.
- 2. Seconded by Councilor Walker.
- 3. Passed unanimously.
- 4. The annual financial audit statement was presented by Heather Hunter for review. Of note, there was an increase in the fund balance of over \$60K, totaling \$68,675.
 - i. Motion made by Chief Crowell to accept the financial statement as presented.
 - ii. Seconded by Chief Bussiere.

iii. Passed unanimously.

D. Director's update –

Personnel:

1. Currently have two dispatchers in training and one just returning from medical leave.
2. Supervisor McCown gave his resignation as of this morning.
3. Robinson Copland will be attending a job fair at the Lewiston Career Center on Monday.

Operations:

4. The cutover for NextGen911 was pushed back a month with a new date of February 26th.
5. We are in the process of consolidating several business lines from multiple lines to reduce the overall cost of the phone lines and prepare for NextGen911.

Finance:

6. There are two one-time purchases that are needed creating a 6.1% increase in the budget.
 - i. The recording system, which records calls, is due for an upgrade as we are near the end of its lifespan. With NextGen911 the system will need to be able to record video, text and still photos.
 - ii. We are working with Acorn Recording to get a trade-in value for our existing system.
 - iii. Another quote is needed for comparison.
 - iv. We will check with the city of Auburn to possibly piggyback on getting a joint recording system.
 - v. \$40K is earmarked for a radio signal and satisfaction survey. A meeting was had with departments to identify problems and needs for entities that rely on the network infrastructure. The survey will be conducted by an independent third party.
 - vi. Without these elements, the budget increase is only 2.8% which reflects a contractually obligated 2.5% increase in union salaries.
7. Non-union employees currently enrolled with medical insurance have shifted to the PPO 500 plan. A side letter was created for union personnel offering them the same plan.
8. All elements of the budget will be reviewed and a date of 30 days will be set to review again before submission.

E. Motion made by Chief Bussiere to adjourn at 08.55

1. Seconded by Heather Hunter.
2. Passed unanimously.