

LEWISTON/AUBURN 9-1-1 COMMITTEE

MINUTES

Date: Monday, November 10, 2014
Time: 0800
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, Auburn Councilor Leroy Walker, Patricia Mador, Tammy Willoughby
- B. Staff: Director Phyllis Gamache, Drew McKinley, Kristal Goff

2. OPEN SESSION:

- A. Introduction of Kristal Goff as new Office Manager for LA 911.
- B. Approval of Minutes from May 22, 2014 and September 30, 2014.
- C. Financial Report:
 - 1. The approved FY15 budget is \$12,534.50 less than the submitted budget approved by the 911 Committee. The Director believes this will be covered by decreased expenses in the telephone line item.
 - i. Chief Crowell made a motion to accept the Director's recommendation that the decrease in funding should be absorbed by telephone line item. Councilor Walker seconded. All in favor.
 - ii. Director Gamache will notify Heather Hunter of the vote.
 - 2. License and maintenance line items are currently over budget due to Trittech bill that has been paid in full; once each agency is billed for their portions this will go down.
 - 3. Tower lease agreement is up 10% to \$509/mo, will be signing a 3 year extension.
 - 4. There is only one CIP FY16 request, which is the radio replacement project. The CIP is earmarking \$2,050,000 for the project.
 - i. Chief Crowell motioned to accept the CIP submissions; Pat Mador seconded. All in favor.
- D. Director's Update:
 - 1. The one person that was vying for TC3 position cannot move forward due to pre-existing work restrictions. Position has been re-solicited; believe part-timer will request consideration.
 - 2. One employee who was out on FMLA has returned at full capacity.
 - 3. Cleaning employee has resigned due to health reasons; Director has received a quote from Pat's Cleaning Services.
 - i. Comparison of a cleaning service with the cost of the part time employee shows an anticipated \$1,133.19 savings.
 - ii. Councilor Walker made a motion to approve entering into a contract with Pat's Cleaning Service. Pat Mador seconded. All in favor.
 - 4. The Tactical Dispatcher training was a success; full class with excellent review. The MCU vehicle was requested for a tour. Many thanks to APD for obliging.
- E. Operations:

1. Two weeks ago, Deputy Chief Low found membrane/crack issue on the floor of Central Fire (ceiling of LA911).
 - i. Further investigation revealed concrete had fallen into the ceiling of the dispatch center, exposing rebar and signs of calcification.
 - ii. Looking into options for relocation, plan is to leave server room and relocate personnel – makes sense to stay in Auburn due to network.
 - iii. A move would require the purchase of new consoles, looking into the possibility of using the FY16 system upgrade funds; radio upgrade may need to be expedited.
 - iv. Once assessment is complete, Director Gamache will have a better idea of how serious the situation is. Initial assessment expected to be complete by 11/14/14.
- F. Systems Manager Update:
 1. It was discovered that agency is deficient in antivirus and more licenses need to be purchased.
 2. Drew McKinley has broken down the cost of the licenses for one, two or three years for each agency.
 - i. All agencies must agree on the same number of years once the decision to go forth with the purchase is made.
- G. Chief Roma's Update:
 1. On Nov. 14th, EMS service went live for AFD per direction of Auburn City Council
 2. UAS began actively advertising a seven-digit number for emergencies and has not been receptive to requests to stop recommending any number other than 911.
 3. Concerned that UAS is creating confusion amongst citizens, particularly senior citizens through radio and print advertising.
 4. Councils have requested UAS stop advertising the seven-digit number be used in lieu of 911.
 - i. UAS has not responded to the requests, however, they have changed the banner on their website – now reads "Ambulance Transports 777-6000."
 5. There is nothing in Maine EMS law that prohibits UAS from competing for business in the L/A area.
 6. Chief Roma is requesting a letter be drafted by Director Gamache on behalf of the committee to be sent to United Ambulance outlining our concerns
 7. Chief Roma has already filed his own formal complaints.
 - i. Chief Roma suggested the board consider UAS a user fee for L/A 911's EMD services. The Center is currently providing this service to UAS free of charge.
- H. It was determined that there was no longer a need for an Executive Session.
- I. Schedule of next meeting:
 1. Looking at December 18th or 19th.
- J. Adjournment at 0920.