

LEWISTON-AUBURN 9-1-1 COMMITTEE

MINUTES

Date: January 15, 2013
Time: 8:00 a.m.
Location: Auburn City Hall, Executive Conference Room

1. Roll Call
 - A. Present: Chief Paul LeClair, Chief Frank Roma, Chief Michael Bussiere, Chief Phil Crowell, Heather Hunter, Councilor Leroy Walker and Auburn City Manager Clint Deschene
 - B. Staff: Director Phyllis Gamache and Robinson Copland
2. OPEN SESSION:
 - A. Meeting called to order at 8:03a.m.
 - B. Approval of minutes from November 8, 2012.
 1. Motion made by Chief Crowell to approve minutes as presented.
 2. Seconded by Chief Bussiere.
 3. Passed unanimously.
 - C. Financial Report – presented by Heather Hunter
 1. The annual audit was handed out to members present.
 2. There is \$30,431 in unrestricted net assets and an overall total of \$303, 514 in net assets. There was also an increase in the end of year net fund balance of \$6,086
 3. Motion made by Chief Bussiere to accept the financial audit as presented.
 4. Seconded by City Manager Deschene.
 5. Passed unanimously.
 6. A copy of the current revenue to expenditure report was presented by Robinson Copland. YTD results show expenses are over revenue. Third quarter drawdown for both cities had not been posted yet. In addition, a \$93K encumbrance that will be paid for through a Homeland Security grant is posted awaiting fund transfer.
 7. Motion made by City Manager Deschene to accept the financial report as presented.
 8. Seconded by Chief Crowell.
 9. Passed unanimously.
 - D. Director's Update – presented by Phyllis Gamache
 1. Personnel & Operational Update –

- a. TC IV Trott resigned as of December 31, 2012 for health reasons. He may return on a part-time basis.
- b. There are two people currently in training. A background investigation is being completed on a third.
- c. There are a total of seven vacancies.
- d. The next round of training will occur in one and a half to two months.
- e. Two Lewiston Police officers expressed interest in dispatching part-time. The training schedule required has proven to be a deterrent.
- f. The center just completed its annual PSAP audit. We passed with flying colors due to protocols set in place with CALEA standards.
- g. The year ended with a 1% increase in incident calls over the previous year.
- h. St. Mary's tower lease contract expired in 2011. A 3% increase was proposed.
- i. Poland Fire/Rescue contract expires in June of 2013. A new proposal to dispatch will be determined based on per capita.

2. Budget –

- a. Two CIP requests for FY14: IMC software – mapping and paging. Cost would be \$7,050 for each city. Phase III Virtualization project. Cost would be \$49,472 for each city.
- b. The center would be the IT backup for both cities and create offsite redundancies for both cities.
- c. A breakdown will be done by both cities to determine what, if any, additional IT cost will occur. The language for the request will be amended to reflect any such cost.
- d. For FY15: Purchase a replacement recorder for a total cost of \$21,500. The center will receive a credit if done within five years.
- e. For FY16: Replace the radio infrastructure that was put into place in 1995. Expected life expectancy is 15 years. Replacement parts are scarce. Expected cost of replacement is \$2,050,000.
- f. Motion made by Heather Hunter to accept CIP budget proposals.
- g. Seconded by Clint Deschene.
- h. Passed unanimously.

E. Election of Officers

1. Nomination for Chair: Chief Paul LeClair

- a. Motion made by Chief Bussiere to accept the nomination.
- b. Seconded by Heather Hunter.
- c. Passed unanimously.

2. Nomination for Vice-Chair: Chief Crowell
 - a. Motion made by Chief LeClair to accept the nomination.
 - b. Seconded by Heather Hunter.
 - c. Passed unanimously.
 3. Nomination for Treasurer: Heather Hunter
 - a. Motion made by Chief LeClair.
 - b. Seconded by Clint Deschene.
 - c. Passed unanimously.
 4. Nomination for Clerk: Robinson Copland
 - a. Motion made by Chief LeClair to accept the nomination.
 - b. Seconded by Chief Bussiere.
 - c. Passed unanimously.
- F. Motion made by Chief LeClair to enter into Executive Session.
1. Seconded by Councilor Walker.
 2. Passed unanimously at 8:27am.
- G. Motion made by Chief Crowell at 8:48 to exit Executive Session
1. Seconded by Chief Bussiere.
 2. Passed unanimously.
- H. Motion made by City Manager Deschene to authorize non-union employees of the Center a 2% pay increase retroactive to July 1, 2012 and authorizing incremental pay increases to Office Manager Copland so that his salary is \$36,075 effective July 1, 2013 and consistent with an amended job description.
1. Seconded by Councilor Walker.
 2. Passed unanimously at 8:50.
- I. Motion made by Chief Bussiere that a 2% non-union salary increase be built into the FY14 budget for budgeting purposes only.
1. Seconded by City Manager Deschene
 2. Passed unanimously at 8:52.
- J. The next meeting will be scheduled within a few weeks for budget review. Motion to adjourn at 8:55 by Chief Roma.
1. Seconded by Chief Crowell.