

LEWISTON-AUBURN 9-1-1 COMMITTEE

MINUTES

Date: June 11, 2013
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, Councilor Leroy Walker, Deputy Chief Jason Moen and Dr. David Stuchiner
- B. Staff: Director Phyllis Gamache, Systems Manager Terry Delano and Robinson Copland

2. OPEN SESSION:

A. Meeting called to order at 8:00a.m.

- 1. Motion made by Heather Hunter to accept the minutes from March 29, 2013 as presented.
- 2. Seconded by Dr. Stuchiner.
- 3. Passed unanimously with one abstain from Chief Bussiere.

B. Financial Update –

Status update presented by Robinson Copland

- 1. Motion made by Chief Roma to accept the financial statement as presented.
- 2. Seconded by Dr. Stuchiner.
- 3. Passed unanimously.

C. Director's update –

Personnel:

- 1. One dispatcher had a reduction in rank – went from a supervisor to a line dispatcher.
- 2. Two dispatchers were promoted.
 - a. Celeste Arsenault from TCIII to TCIV.
 - b. Joshua Howe promoted to TCIII.
- 3. One trainee did not complete training as she could not handle the call volume and another recently signed off dispatcher left in May due to a non-work-related illness.
- 4. In the process of hiring two more people with a 90% completion of the background investigation. One of the two has experience through Oxford Regional Communications Center.
- 5. One current trainee should be qualified within two weeks.

6. Looking into an LPD officer on light duty possibly training in dispatch and working part-time.

Operational:

7. Researching feasibility of consolidating with Gardiner and Winthrop.
8. Items/topics for consideration: communications, radios, frequencies, cost efficiency, personnel and cost analysis.
9. Working with PDs on next generation of complaint reporting: text-a-tip. Primarily used for underage drinking and funded by a two year grant.
10. The telephone lines at Montello were transferred to the new system. FairPoint also completed the lines at Lewiston City Hall. We did not have the appropriate equipment to complete the project resulting in a rate adjustment to compensate.
11. Poland PSAP contract will have language stating a three percent incremental increase along with a three year extension.
12. Heather Hunter requested the three percent be reevaluated to perhaps better match economical needs and trends.
13. Chief LeClair advised the center look at one year for a better projection of operational cost and analyze the cost per call per labor and management.
14. Motion made by Dr. Stuchiner to accept the Poland contract with amended language.
15. Seconded by Deputy Chief Moen.
16. Passed unanimously.
17. Poland PSAP contract will mirror the language in the communications contract.
18. Motion made by Dr. Stuchiner to accept the Poland contract with amended language.
19. Seconded by Deputy Chief Moen.
20. Passed unanimously.

D. Other Business

1. Motion made by Deputy Chief Moen to nominate Patricia Mador as the Auburn Citizen Representative of the Lewiston/Auburn 9-1-1 Board of Directors.
2. Seconded by Chief Bussiere.
3. Passed unanimously.
4. United Ambulance Service has advertisements in the Sun Journal stating the general public should call their number if they have an emergency. It does not state to dial 9-1-1. Chief Roma will be contacting the Director in regards to this.

E. Entered Executive Session at 8:45.

1. Motion made by Chief Bussiere to exit Executive Session at 9am.
2. Seconded by Dr. Stuchiner.
3. Passed unanimously.