

LEWISTON/AUBURN 9-1-1 COMMITTEE

MINUTES

---

Date: Thursday, December 18, 2014  
Time: 0800  
Location: LEWISTON/AUBURN 9-1-1, 552 Minot Avenue Auburn, Maine 04210

---

1. ROLL CALL:

A. Present: Chief Paul LeClair, Deputy Chief Geoff Lowe, Chief Phil Crowell, Chief Michael Bussiere, Patricia Mador, Tammy Willoughby, Heather Hunter, Jill Eastman, Donald D'Auteuil

B. Staff: Director Phyllis Gamache, Drew McKinley, Kristal Goff

2. OPEN SESSION:

A. Meeting called to order at 8:02 a.m. –

i. Motion made by Chief Leclair to accept minutes with corrections from November 10, 2014.

ii. Seconded by Chief Bussiere and Pat Mador.

1. Abstained by Heather Hunter.

B. Presentation of 2014 Financial Statements by Heather Hunter –

i. Clean opinion of audit.

ii. Statement of Revenues, Expenditures and Changes – Budget and Actual on page 12.

1. Statement shows a revenue surplus of \$94,707 that was added to the fund balance.

a. Motion made by Don D'Auteuil and Pat Mador to accept financial statement as presented.

b. Seconded by Tammy Willoughby.

c. Pass unanimously.

C. Director's update –

i. *Personnel*

1. Tim Lare has accepted offer for vacant TC3 supervisor position.

2. Josh Howe has resigned from TC4 supervisor position.

a. We currently have no qualified candidates.

i. Job descriptions/solicitations have been forwarded to local PSAPs.

3. Taylor Lemieux still in training. She has reached the four month mark and completed ETC and EMD courses.

4. Laura Reny has accepted a conditional offer of employment.

a. Background investigation request has been forwarded Lt. Cogle at APD.

5. Pat's Cleaning Service contract was approved last meeting.

a. They have begun their services and are proving to be quick and efficient thus far.

- ii. *Building Update* –
  1. Work to stabilize the floor will not require long term evacuation but will require one, possibly two, 36 hour periods of evacuation.
    - a. Drilling will be necessary and we will assess the level of noise when work begins upstairs.
  2. Locations –
    - a. Auburn Hall is still making the most sense for temporary relocation.
      - i. Connectivity wise (on the network); METRO access
      - ii. A temporary move will require the purchase of lower cost units for radio communications. These units can be repurposed (i.e. Mobile Command Units).
    - b. THOR was looked into as a temporary facility.
      - i. Cost is 200k with a minimum of two weeks use.
  3. Zetron –
    - a. Zetron unit that monitors box alarms will require the purchase of a secondary unit to be used offsite that connects in with the stationary unit. The unit can probably be rented.
      - i. Chief Leclair and Chief Bussiere asked about having a dispatcher monitor the Zetron at 9-1-1 with heavy duty ear protection.
  4. RFP for AFD repair–
    - a. Auburn purchasing agent aiming for January RFP and work to commence late winter.

D. System's Manager Update –

- i. *Data Storage*
  1. Current backup has limited space; we are at 3% availability and that is slowly diminishing.
  2. Drew proposes the purchase of a secondary unit that will be solely used for backup.
    - a. The secondary unit will be a lower cost, temporary solution (two year sustainability).
      - i. 1<sup>st</sup> option will be at a cost of \$5,500.
      - ii. 2<sup>nd</sup> option will be at a cost of \$7,500 if APD/AFD chooses to purchase and store AVL (cruiser/firetruck) tracking data.
        1. APD/AFD would be absorbing the cost of additional storage (\$2k) if they choose to move forward.
  3. The current server that was purchased with the last LCIP was not purchased with the adequate amount of storage space.
    - a. Motion made by Chief Bussiere and Pat Mador to purchase additional backup.
      - i. Seconded by Don D'Auteuil and Heather Hunter.

- ii. Motion passes; cost to come from 9-1-1 fund balance.
- E. Discussion on bond purchase fees –
  - i. Heather reports that both agencies pay in accordance with joint agreement.
  - ii. Phyllis states Auburn has not charged for anything bonded.
    - a. Jill Eastman confirms that is correct; Auburn has been using excess proceeds to pay.
    - b. Lewiston has been billing approximately \$4,800 in bond fees.
  - iii. Chief Leclair reports both city managers agree that the agencies will pay based on amortization schedules currently in place.
- F. Budget discussion –
  - i. City of Lewiston’s budget is due January 16, 2015 and Auburn will be approximately two weeks behind that.
  - ii. The committee will need to meet prior to January 10, 2015 for a 9-1-1 budget review.
    - a. Phyllis will organize the budget meeting.
- G. Upcoming union contract negotiations –
  - i. Phil Nadeau has agreed to be the Chief Negotiator for the upcoming negotiations.
    - a. Phyllis and Chief Leclair agree that a representative from Auburn (i.e. Chief Crowell) should also sit in.
    - b. Chief Leclair also suggests that a meeting be scheduled with Phil Nadeau, prior to negotiations, to brief him on the history of the Communications Center and the direction we are looking to move.
  - ii. The current CBA will be sent out to the Committee.
    - a. To be outlined in the email to the Committee is the cost savings of switching from POS-C health plan to PPO-500 health plan.
    - b. The health plan will be a big negotiating piece.
- H. Motion to move into Executive Session by Chief Leclair at 8:45 a.m. –
  - i. Seconded by Chief Bussiere and Chief Crowell.
- I. Exited Executive Session at 8:55 a.m.
  - i. Approved 2.5% COLA increase for Director Gamache retroactive to July 1, 2014.
  - ii. Approved 3% step increase for Director Gamache on her fifth anniversary in March 2015.
- J. Motion to adjourn made by Heather Hunter at 9:00 a.m.
  - i. Seconded by Pat Mador.
  - ii. Passed unanimously.