

LEWISTON/AUBURN 9-1-1 COMMITTEE

MINUTES

Date: Friday, January 30, 2015
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, Chief Michael Bussiere, Patricia Mador, Tammy Willoughby, Leroy Walker, Donald D'Auteuil

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

2. OPEN SESSION:

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

- i. Motion made by Chief LeClair to accept minutes from December 18, 2014.
- ii. Seconded by Chief Crowell.
- iii. Motion passed.

B. Election of Officers

- i. Nomination for Chair: Chief Paul LeClair
 1. Motion made by Chief Bussiere to accept the nomination.
 2. Seconded by Chief Roma.
 3. Motion passed.
- ii. Nomination for Vice Chair: Chief Phil Crowell
 1. Motion made by Chief LeClair to accept nomination.
 2. Seconded by Chief Roma.
 3. Motion passed.
- iii. Nomination for Treasurer: Heather Hunter
 1. Motion made by Chief LeClair to accept the nomination.
 2. Seconded by Ms. Mador.
 3. Motion passed.
- iv. Nomination for Clerk: Kristal Goff
 1. Motion made by Chief LeClair to accept the nomination.
 2. Seconded by Mr. D'Auteuil.
 3. Motion passed.

C. Director's update –

- i. *Personnel* –
 1. Tim Lare is on board as the new TC3 and is proving to be an excellent fit.
 2. Taylor Lemieux has been signed off.
 3. New hire, Reny, started on 1/5/15 and is doing well.
 4. We have given a conditional offer of employment to a TC4 candidate.

- a. Background investigation is in the works by Lewiston PD.
 - b. Dispatching experience in Scarborough. Still serving at the PD as a part timer, as well as a per diem fire fighter and has been an EMT in the past. Has retail managerial experience.
 - 5. Staffing levels are stable at this time.
 - ii. *Building Update* –
 - 1. RFP is out. Still waiting to see what noise levels will be like. Nothing new to report otherwise.
- D. System’s Manager Update –
 - i. *Phone Controller* –
 - 1. Drew proposes the purchase of a new controller as it would take 18-36 hours to get up and running again should the current one fail.
 - a. Auburn upgraded their phone system last year and Lewiston is currently working on an upgrade. A software upgrade can be done for free but there is still a risk of the system going down and not coming back up. There is the potential for compatibility problems between Lewiston and Auburn’s upgraded controllers and our old one.
 - i. The existing unit (if replaced) will go back to the City of Auburn and put into use at the Auburn Public Library.
 - b. The Committee consensus is that the fund balance should be used to purchase the controller; however, this will be a discussion to have again in April.
- E. Budget –
 - i. Percentage increase of 0.1% from FY15 TO FY16
 - 1. Regular salaries are up 2.2% based on current CBA and step increases – this is subject to change.
 - a. Entering union negotiations soon
 - 2. Overtime, retirement, worker’s comp, unemployment, telephone, medical exams, maintenance and licensing have all gone down
 - 3. Health insurance, FICA and office supplies are up
 - a. There were cuts in office supplies last year; however, we’re already over this year after last year’s cuts.
 - b. Liability insurance is up because General Liability Insurances haven’t been budgeted in the past despite always being paid.
 - ii. Fund Balance Discussion–
 - 1. Director Gamache reports fund balance is at a healthy place
 - a. Employees who were carrying heavy vacation/sick time balances that were due payouts upon departure are now gone.
 - b. Proposing use of the fund balance to make some additional upgrades to the Center.
 - iii. Systems Manager’s suggested improvements:

1. Uninterrupted Power Supply (UPS) and Batteries
 - a. Behind in maintenance, original batteries in current supply (Oct '09)
 - b. Looking to have professional interval maintenance done
 2. Digitizer thermal printer in the Zetron needs replacing
 3. Data recovery memory increase
 - a. To increase data storage 3-6 months
 4. Cellular repeater
 - a. Needed to be able to speak with tech support while in various locations throughout the Center
 5. Microsoft Office software licenses
 6. Norris Camera System hardware replacement
 7. HVAC replacement
 8. Remote support devices
 - a. Will allow IT to access the network and make repairs wherever they may be
 9. "Track It" software
 - a. A program that will allow IT to create "tickets," track/inventory support they're providing
 10. Thin Client
 - a. Help with redundancy of each individual dispatcher's login/profiles
 - i. It has been suggested by Chief Roma that these projects be prioritized and revisited prior to joint agency review of the budget on 2/24/15.
 - ii. Director Gamache will get an updated fund balance from Heather Hunter.
- iv. Motion made by Ms. Mador to accept 0.1% increase in budget.
1. Seconded by Councilor Walker.
 2. Motion passed.
- F. Next Committee meeting tentatively set for Thursday, February 19, 2015.
- G. Motion to adjourn made by Chief LeClair at 0919.
- i. Seconded by Ms. Willoughby.
 - ii. Motion passed.