

LEWISTON/AUBURN 9-1-1 COMMITTEE

MINUTES

Date: Thursday, June 16, 2016
Time: 0800
Location: LEWISTON/AUBURN 9-1-1, 552 Minot Avenue Auburn, Maine 04210

1. ROLL CALL:

- A. Present: Chief Paul LeClair, Chief Phil Crowell, Deputy Chief Brian O'Malley, Deputy Chief Geoff Low, Pat Mador, Esq.
- B. Staff: Director Phyllis Gamache, Systems Manager Drew McKinley

OPEN SESSION:

- A. Meeting called to order at 08:00 a.m.
- B. No review of the meeting minutes of May
- C. *Financial Report*
 - i. Director Gamache presents current spending percentage as of June 6th at 84%, normal for this time of year is 96%.
 - ii. Chief Crowell motions to adopt the financial report.
 - 1. Pat Mador seconds
 - 2. Motion passes.
 - iii. Chief LeClair mentions/questions that the current overtime line item is \$50,000 over budget, Director Gamache confirmed that it is.

D. *Director's Report*

- iv. *Personnel*
 - 1. New employee began 24 May and doing well.
 - 2. Dispatcher Erin Griffin has been signed off and is doing well. She began training in December and was signed off in May.
 - 3. Three employees have left employment with the center in a six week period, and one person predicts she will not return once her maternity leave/FMLA is complete, for a total of four loses.
 - 4. Received a call during the past week that one of the three departures would like to return. She has been out for five weeks and realizes that she wants to return. No issues with her performance.
 - a. This return leaves the center down two, possibly three personnel, for a total of five, possibly six vacancies.
 - 5. Chief LeClair asks about a reinstatement clause in the contract. Director Gamache replied that while there isn't a reinstatement clause in the CBA, the employee is losing 2.5 years seniority.
 - 6. There is one person currently in the hiring pipeline.
 - 7. Union has proposed a new schedule change to the daily hours, 12hr shifts over a two week pay period instead of 8hr shifts. With a cost saving to the center of roughly \$50k over a 20 week period in overtime.
 - a. Union has to vote on this.
 - b. Chief LeClair proposes a 6 month - 1 year trial period with the option of either party backing out at any point in time during the trial.

- c. Chief LeClair states that this needs to be an MOU.
 - d. Vacation and earned sick time still need to be reviewed.
 - e. Need to confirm whether or not non-public safety employees' hours can be averaged.
8. Kristal Goff resigned as of June 8th.
- a. Looking to hire a temp in the meantime, to process bills and payroll paperwork.
 - b. Katie Gallant worked as a temp for APD and had a background check performed. The Director would like to bring her in to fill in the admin roll.
 - c. Chief LeClair asks for a motion to hire temp; motion passes.
9. Suggestion to create Deputy Director Position and permanent part time position.
- a. Kristal's unexpected departure provides the center with the ability to re-examine its staffing formula, historical reasons cited for staff leaving and how to increase stability moving forward.
 - b. The Director recommends combing the office manager and dispatch modified power positions and funding a full time deputy director and a part time payroll/billing clerk. Benefits include:
 - i. Good for the employees: Accession opportunities for dispatch staff (most commonly cited reason for leaving is the desire for 'normal' hours).
 - ii. Good for the 911 Committee: Succession planning for Director
 - iii. Good for PDs: Creates a long-term accreditation manager.
 - iv. Good for Finance: Creates checks and balances for payroll/bill pay; avoids problems found at the end of FY16.
 - v. Overall savings to the Center's budget of \$14,200.
 - c. Chief LeClair said that while he supports the idea, he recommends waiting for possibly next budget cycle, and believes that LA911 needs a full time office manager. Chief LeClair thinks the decision should/will come from the city managers.
10. Radio Infrastructure replacement not being funded
- a. Repair of Webber tower site (filters) for LFD radio bleed over from LPD and LPW not yet complete due to unresolved fund balance questions. The repair will cost an estimated \$31K.
 - b. APD's frequency continues to have issues, hardware age being a major part of the problem. FairPoint replaced copper lines with fiber optics, which briefly improved the radio problem but the equipment is still losing sync and dropping out. IT and Dirigo Wireless looking at further troubleshooting options
 - c. Dispatching position 4 down to hardware failures, no replacement parts available, need to buy from EBAY. More evidence that radio systems are rapidly failing.
 - d. Board approved purchasing from EBAY for minor cost parts.

11. County is moving their dispatch center operations (in same building) and has agreed to place two LA911 seats in the new center to serve as backup positions/emergency evac stations for LA911.
 - a. LA911 will need to consider funding at least two positions at ASO to create a viable back up.
 - b. Lack of a backup was a major issue during last CALEA reaccreditation; Chief Crowell believe CALEA will be satisfied is a plan for a backup center exists and is moving forward.
12. Poland can only do one year contracts per their town charter.
 - a. Need to convert to one year contracts moving forward.
13. RFP (stage 1) with TUSA not moving forward due to lack of funding for the radio network upgrade.
 - a. \$14k left over from grant money needs to be spent by August 2016
 - b. Invoices need to be paid by August 31st 2016

C. System Manager Report:

1. Radios are the major concern with the IT systems
 - a. No quick fix to give a dollar amount to

E. *No Public Comment.*

F. *Next meeting will be the regularly scheduled meeting, Thursday, July 14, 2016 at 08:00.*

G. Motion to adjourn made by Paul LeClair at 09:15 a.m.

- ii. Seconded by D.C. Low
- iii. Motion passes.