

LEWISTON/AUBURN 9-1-1 COMMITTEE

MINUTES

Date: Thursday, October 15, 2015
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, Chief Frank Roma, Deputy Chief Brian O'Malley, Deputy Chief Jason Moen, Finance Director Heather Hunter, Dr. Tammie Willoughby, Pat Mador, Esq., Councilor Leroy Walker
- B. Staff: Director Phyllis Gamache, Systems Manager Drew McKinley, Secretary Kristal Goff
- C. Guest: Deputy City Administrator Phil Nadeau
- D. Absent: Chief Michael Bussiere, Councilor Donald D'Auteuil

2. OPEN SESSION:

- A. Meeting called to order at 08:00 a.m.
 - i. Motion made by Chief LeClair to enter into Executive Session.
 - ii. Seconded by Finance Director Hunter.
 - iii. Motion passes.
- B. Regular session called to order at 08:15 a.m.
- C. *RFP Discussion*
 - i. TUSA has been awarded the contract for the radio signal study.
 - 1. DC Tim Allen from AFD, DC Bruce McKay from LFD, SGT Rob Ullrich from LPD and DC Jason Moen from APD will be the contacts for the end-user questionnaires.
 - 2. Director Gamache received written documentation from MEMA that the project can be 100% funded by Homeland Security. Chief LeClair and DC Moen agreed to fund the project from HLS funds.
 - 3. They will be on-site the first week of November.
 - 4. The project will be completed by February 28, 2016.
- D. *Financial Report*
 - i. The utilities line item had some bills that were accrued at year-end. Finance Director Hunter and Secretary Goff will be taking a look at this line item.
 - ii. The Communications Equipment line item is high due to approved purchases from fund balance. Finance Director Hunter with help Secretary Goff with adding a line to the budget report that will reflect fund balance carry forward to revenues.
 - iii. CIP projects will be reviewed a report will be submitted by December if necessary.
 - 1. Motion made by Finance Director Hunter to accept the financial report.
 - 2. Seconded by Deputy Chief O'Malley.
 - 3. Motion passes.

E. *Director's Report*

i. *Personnel*

1. Director Gamache has received one internal application for the vacant TC4 Supervisor opening and predicts there will be a TC3 Supervisor vacancy.
2. Director Gamache and Systems Manager McKinley interviewed two applicants for Telecommunicator vacancies and neither applicant will be considered.

ii. *Board Changes*

1. Dr. Willoughby would like to stay on the board. Citizen at large representative Mador's position expires in January; Lewiston will then be able to appoint the ninth member.

iii. *911 Center Evacuation Plan*

1. On Wednesday, October 7, 2015 the Center conducted an evacuation simulation with IT, a supervisor, a dispatcher and Ms. Goff taking notes.
2. They evacuated to APD's comm van located above the Center.
 - a. Everything went well.
 - b. Chief Crowell recommends looking at the location at the Auto Auction on Washington St. for consideration of a future public safety building.

iv. *State Inspections*

1. The Center was recently audited for EMD and METRO compliance – both audits reflected that the Center is in compliance.

v. *Keystone*

1. IT is moving forward with the transition to the newer, reliable system.
 - a. ASO may be billed for a portion of the costs – the licensing will be based on number of users. Systems Manager McKinley believes we currently have five users. The bill will be comprised of conversion and licensing costs. The conversion will take place sometime between December and January.

vi. *DA Perspective on recordings of 9-1-1 Calls that result in arrest being transferred securely to the DA's office*

1. No issues so far. No complaints.

vii. *Systems Manager Report*

1. Massachusetts State Police reached out to Systems Manager McKinley at the advice of TriTech to discuss their plans for integration and a central management system. TriTech told MSP LA911 was an example of a system they could model.
2. AVL is up and running. It hasn't been installed at the PD yet – still a few cruisers that need to have their systems installed.
 - a. Some testing has been done with LPD and LFD.

viii. *Next Meeting*

1. A Doodle poll will be sent out for an early November meeting.

ix. *Public Comment*

1. Floor work will begin next week for AFD.

x. *Motion made by Councilor Walker to adjourn at 08:51 a.m.*

1. Seconded by Chief Crowell.
2. Motion passes.