

LEWISTON/AUBURN 9-1-1 COMMITTEE

MINUTES

Date: Thursday, July 14, 2016
Time: 0800
Location: LEWISTON/AUBURN 9-1-1, 552 Minot Avenue Auburn, Maine 04210

1. ROLL CALL:

- A. Present: Chief Paul LeClair, Deputy Chief Brian O'Malley, Chief Geoff Low, Pat Mador, Esq., Heather Hunter, Councilor Tim Lajoie, Councilor Leroy Walker
- B. Staff: Director Phyllis Gamache, Systems Manager Drew McKinley
- C. Secretary: Katie Gallant

OPEN SESSION:

- A. Meeting called to order at 08:00 a.m.
- B. Review of the meeting minutes of May and June
 - i. Motion to accept as read by Pat Mador, Esq.
 - ii. DC O'Malley requested editing his name from Brain to Brian in June minutes
 - iii. Motion seconded by Chief Low
 - iv. Motion passes by majority, Heather Hunter abstained

C. *Financial Report*

- i. No report at this time

D. *Director's Report*

ii. *Personnel*

- 1. Jenna Brown is completing the hiring process
 - a. Has a degree in Criminal Justice and has bartending and bar management experience
 - b. Background check completed by APD as family in the LPD
 - c. When physical exam is complete, she will be offered employment
- 2. New employee began 24 May and doing well.
- 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. Previous employee returned after 4 weeks and has already put in for OT shifts
 - a. This return leaves the center down two, possibly three personnel, for a total of five, possibly six vacancies
- 5. Union had proposed a new schedule change to the daily hours, 12hr shifts over a two week pay period instead of 8hr shifts
 - a. Voted down by personnel – close split, may be revisited in the near future
- 6. Katie Gallant has been hired part time, temporary to fill in the admin roll. She worked temporarily at the APD and has already had a background check performed

7. Wage increase of 2.5% for union members was previously approved and went into effect July 1, 2016
8. Request to approve wage increase of 2.5% for non-union members retroactive to July 1, 2016
 - a. These funds are part of the FY2017 budget that has already been approved
 - b. Chief LeClair asks for motion
 - c. Pat Mador, Esq. moves to approve wage increase
 - d. Heather seconds
 - e. Motion carries
9. Suggestion to create Deputy Director position and permanent part-time Office 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. Director Gamache recommends combining 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. It is the Committee's job to administer the budget, not create new positions. Chief LeClair thinks the decision should/will come from the City Managers.
 - d. Committee agrees that Director Gamache should prepare a report and meet with the City Managers to present Deputy Director proposal

iii. *Operations*

1. APD Radio Issues Continue (Drew McKinley)
 - a. 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
 - b. Meeting Friday, 7/15/16 at 0900, with City Managers to discuss radio issues and budgeting

- c. Heather asked if there were quotes for phased-in implementation.
 - i. Will need to see where the proposal leads and wait for various vendors for pricing

2. LFD Filter Issue (Chief LeClair)

- a. Repair of Webber tower site (filters) for LFD radio bleed over in the amount of \$33,000 has been approved by the City Managers by using the fund balance
- b. Heather recommended having a formal request signed by the City Managers for paper trail
- c. Motion to approve funding by DC O'Malley
- d. Seconded by Pat Mador, Esq.
- e. Motion carries

3. 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

4. Poland can only do one year contracts due to town By-Laws

- a. Need to convert to one year contracts moving forward
- b. Contract is expected to be signed on the 7/28/16 meeting

5. Fire Department Protocols

- a. 100 more fire calls for quality assurance
- b. Need to budget for 3rd quality assurance position
- c. Each quality assurance reviewer receives a \$400 annual stipend

D. System Manager Report:

- a. Need approval of previously approved purchases not purchased due to budget freeze
 - i. Heather suggests we wait until June's Payroll and Accounts Payables are entered before approval
 - ii. Chief LeClair suggests we table until August and use encumbrances
- b. Drew would like to amend his title from Systems Manager to IT Director to align with the other agencies associated with L/A 911
 - i. DC O'Malley moves to amend as requested
 - ii. Pat Mador, Esq. seconds
 - iii. Motion carries

E. *No Public Comment.*

F. *Next meeting will be the regularly scheduled meeting, Thursday, August 18, 2016 at 0800*

G. Motion to adjourn made by DC O'Malley at 0900

- ii. Seconded by Heather Hunter
- iii. Motion passes