

LEWISTON/AUBURN 9-1-1 COMMITTEE

MINUTES

Date: Thursday, August 18, 2016
Time: 0800
Location: LEWISTON/AUBURN 9-1-1, 552 Minot Avenue Auburn, Maine 04210

1. ROLL CALL:

- A. Present: Chief Paul LeClair, Pat Mador, Esq., Chief Phil Crowell, Deputy Chief Brian O'Malley, Councilor Tim Lajoie, Heather Hunter, Councilor Leroy Walker, Deputy Chief Tim Allen
- B. Staff: Director Phyllis Gamache, IT Director 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 July.
 - i. Minutes were accepted.
- C. Financial Report
 - i. Revenue – approximately \$1,100 above budget.
 - ii. Expenditure – shows surplus of approximately \$101,000.
 - iii. Encumbrance - \$400,000 unassigned.
 - 1. Heather encourages the committee get a recommendation for balances.
 - 2. It is currently required for both administrators to sign to spend fund balances. Forms should include dollar amounts going forward.
 - 3. Heather emailed Director Gamache and IT Director McKinley regarding \$17,000 surplus on the Maintenance and Licensing line item. She thinks that her questions have been answered. She requests that expenditures be entered as soon as possible to tidy things up before the FY18 budget.
 - 4. IT Director McKinley and Chief LeClair are still waiting to hear back from David Cobb with his recommendation of what our equipment needs are, and status of Auburn Tower. Chief LeClair suggested having him breakdown the TUSA report to the two issues.
 - iv. Financial report was accepted as read.
- D. Director's Report
 - i. Personnel
 - 1. We currently have two trainees.
 - a. Jenna Brown, our newest hire, is acclimating quickly and doing very well.
 - 2. We have recently had another employee resign.

- a. This leaves the center with a total of five vacancies, with a possible sixth after her FMLA term has ended.
- b. We have tested eight applicants in the past two weeks, none of which are viable. They could not pass the typing requirement of 30 words per minute.
- c. Our focus is currently on recruitment.
 - i. Chief Crowell recommended reaching out to Matt Tiff at CMCC for possible recruitment from their Criminal Justice program.
 - ii. Director Gamache and Director McKinley recently met with CMCC staff and IT to discuss equipment needed to possibly set up a room for a Dispatch Training classroom.
 - iii. Chief LeClair suggested communicating with SMCC's Fire Science program as well.
- d. When an employee wants to opt out of health benefits, we currently pay a lump sum, equivalent to four months' premiums, to them. We currently use a July 1st date to be eligible to make that choice.
 - i. Recently an employee got married and had to wait for July 1st to opt out. We would like to change that to a monthly opt out with a qualifying event, and pro-rate payouts.
 - ii. Director Gamache stated that she spoke with Auburn HR and that is how they do it.
 - iii. Heather stated that they also do it that way in Lewiston.
 - iv. Chief LeClair recommended changing to monthly opt out and make it available immediately in order to remain consistent with the two cities.

ii. Operations

1. APD Radio Issues

- a. With the help of Verizon and David Cobb, APD's status has been deemed stable. There has been little to no major issues for more than three weeks.
 - i. Old pieces have been swapped out.
 - ii. FairPoint replaced copper lines with fiber optics.
 - iii. New hardware has been installed in the tower locations.
 - iv. Chief Crowell commented that they are noticing improvement at the APD. There is still a delay, but much better than before.
 - v. It was stated that with the age of the equipment that this is most likely just the beginning until the whole system is upgraded.

2. LFD Filter Issue (Chief LeClair)

- a. Repair of Webber tower site, (filters) for LFD radio bleed, has been ordered. This will not be implemented until possibly October.

D. IT Director's Report:

- i. Pending Purchases

1. Need approval of previously approved purchases not purchased due to budget freeze.
 - a. Spending was approved.
- ii. Sabattus is now on board in IMC.
 1. Spending numerous man hours being spent on manual data conversion of line items accrued since 2008.
- iii. Keystone
 1. Last year money was approved to convert the data. Over the weekend the Keystone hardware died; we are very lucky we migrated the data when we did.
 2. Users can still access Keystone data, but each person needs to be authorized individually.
 3. Cannot print directly from Keystone, users need to screenshot and print.
- iv. Model for IMC
 1. IMC has been using us a model for other agencies to look at when purchasing IMC.
 2. Recently a New Hampshire Sheriff's Department and some of their colleagues came to the CommCenter to gather information on how we manage the interagency flow through IMC.
- v. Director's and IT Director's reports were accepted collectively.

E. *No Public Comment.*

F. The next meeting will be Thursday, September 15, 2016 at 0800.

G. Meeting adjourned at 0830.