

LEWISTON-AUBURN 911 COMMITTEE

MINUTES

Date: Thursday, January 19, 2017
Time: 0800
Location: Lewiston-Auburn 911 Communications Center

Roll Call

Present- Chief Paul LeClair, Chief Geoff Low, Chief Phil Crowell, Interim Chief Brian O'Malley, Finance Director Heather Hunter, Councilor Tim Lajoie, Pat Mador, Esq.

Staff- Interim Operations Manager Tim Hall, IT Director Drew McKinley, Secretary Katie Gallant

Guest-

- A. Meeting called to order at 0803
- B. Executive Session
 - a. Motion for Executive Session to discuss 911 Director's Contract.
 - b. Return to Open Session 0810.
 - c. Chief Crowell moved to accept Chief Paul LeClair as the new 911 Director, contract effective March 01, 2017.
 - d. Motion seconded by Ms. Hunter.
 - e. Vote is unanimous in favor, motion approved.
- C. Approval of Minutes
 - a. Chief Crowell moved to approve meeting minutes from November 17, 2016.
 - b. Seconded by Ms. Hunter.
 - c. Vote is unanimous in favor, motion approved.
- D. Financial Report – presented by Finance Director Heather Hunter
 - a. FY16 Audited Financial Report was presented.
 - i. We are currently in year two of a five year contract with RHR Smith.
 - ii. There were no adjustments and no findings noted.
 - iii. FY16 Audited Financial Report was accepted by the Committee.
 - b. Fund Balance Policy drafted by Ms. Hunter was presented.

- i. If adopted by the Committee the policy would be presented to both cities for approval during budget negotiations.
 - ii. Fund Balance floor at 6%, ceiling at 10%.
 - iii. Motion to table until the February Committee meeting made by Councilor Lajoie.
 - iv. Seconded by Chief O'Malley.
 - v. All in favor, motion carries.
 - c. YTD Budget Report was presented.
 - i. Ms. Mador, Esq. made the motion to accept the treasurer's report.
 - ii. Seconded by Chief O'Malley
 - iii. Vote is unanimous in favor, motion approved.
- E. New Business
 - a. Councilor Tim Lajoie presented a potential conflict of interest with him remaining on the Committee in light of his Son-in-law being recently hired by the Center.
 - b. Councilor Lajoie agreed to abstain from any vote that may directly impact his Son-in-law.
 - c. Committee members found this acceptable and agreed to allow Councilor Lajoie to stay on the Committee.
- F. Budget Review – presented by Acting Director, Chief LeClair
 - a. Chief LeClair reviewed the proposed budget with the Committee.
 - b. Chief Crowell advised bringing down the overall increase to 3% before presenting to the City Councilors.
 - c. Ms. Hunter will review the budget further and work with 911 staff to further reduce between 1% and 2%.
 - d. Chief Crowell moved to approve a revised budget, with increase of 3% or less.
 - e. Seconded by Chief O'Malley
 - f. Vote is unanimous in favor, motion approved.
- G. IT Director's Report – presented by Drew McKinley
 - a. Nothing new to report.
- H. Next meeting will be Thursday, February 23, 2017 at 0800.
- I. Public Comment – None
- J. Meeting adjourned at 0903.