

LEWISTON-AUBURN 911 COMMITTEE

MINUTES

Date: Thursday, July 20, 2017
Time: 0800
Location: Auburn City Hall – Community Room

Roll Call

Present- Chief Brian O'Malley, Chief Phil Crowell, Acting Chief Bruce McKay, Chief Geoff Low, Councilor Leroy Walker

Staff- Director Paul LeClair, Operations Manager Tim Hall

Secretary- Katie Gallant

Guest-

- A. Meeting called to order by Lewiston Auburn 911 Director, Paul LeClair.
- B. Approval of June 22, 2017 meeting minutes.
 - a. Motion to accept minutes made by Chief Phil Crowell.
 - b. Seconded by Chief Brian O'Malley
 - c. All in favor. Motion passes.
- C. Financial Report
 - a. FY17
 - i. Staff is projecting LA911 will end the fiscal year with a surplus of \$112,000.
 - b. FY18
 - i. With the fiscal year just beginning, there is not much to report.
 - ii. Overtime is a lot lower than it was at this time last year.
 - c. Motion to accept the financial report was made by Chief Crowell.
 - d. Seconded by Councilor Walker.
 - e. All in favor. Motion passes.
- D. Director's Report
 - a. Staffing
 - i. We currently have 1 opening we are currently not filling.
 - ii. We are accepting applications.
 - iii. We have 1 person in training. It is anticipated that she will sign off in 4-5 weeks.
 - b. Training
 - i. EFD Protocols
 - 1. The new EFD protocols will be presented at LA911 on August 1, 2017 from 09:00-11:30. Operations Manager Tim Hall is

- recommending that each department from Auburn and Lewiston send a representative.
 - 2. Operations Manager Hall has met with Chief Bosse at Poland Fire to review the new protocols. He will be meeting with the other departments soon.
 - 3. The dispatchers have been scheduled to attend EFD training at the Academy in September.
 - 4. Chief Crowell questioned whether the Law Enforcement Protocols had been voted through. Operations Manager Hall advised that they have not.
 - 5. Currently, the EFD software will not automatically uplink to IMC.
 - ii. Director LeClair and Operations Manager Hall will be attending EDQ for EMD in August.
 - c. Goff Hill Tower Project
 - i. LA911/Androscoggin County Communications Equipment LLC
 - 1. On July 19, 2017 the County Commissioners approved the LLC agreement between Lewiston Auburn 911 and Androscoggin County.
 - 2. According to the LLC, Androscoggin County will be responsible for one-third of the Tower Project costs, and LA911 will pay for the other two-thirds.
 - 3. Director LeClair recommended that the Committee to vote to approve the LLC Agreement.
 - a. Acting Chief Bruce McKay made a motion to approve the LLC Agreement as written.
 - b. Councilor Walker seconded the motion.
 - c. All in favor. Motion passes.
 - ii. The Attorney has also recommended that we draft a lease agreement between LA911 and the Auburn Water District for use of the land. Director LeClair hopes to have a final draft ready to present to the Committee at the August meeting.
 - iii. Director LeClair and IT Director Drew McKinley have been working on the pre-approval requirements for the project.
 - 1. They have met with Dirigo Wireless and should have an RFP by late August. Construction should start sometime in October.
 - 2. The Auburn Planning Board has approved the project. There will be a Community Meeting on August 2, 2017, for the neighbors to ask questions and voice any concerns.
 - d. CALEA
 - i. Operations Manager Hall advises we are ready for our Mock Assessment. He will reach out to Chief Crowell, Liz Allen, Dave Chick, and Bill Welch to set a date.
 - ii. Chief Crowell thinks that with enough people the assessment will only take one day.
- E. IT Director's Report-presented by Director LeClair

- a. It Director McKinley met with a representative from United Ambulance at the Montello Tower and there is room for LA911 to put an antenna on the tower. There will be no rental fee. Hopefully, this will address some of the radio issues in south Lewiston.
- F. Executive Session
 - a. No Executive session
- G. Next meeting will be Thursday, August 17, 2017 at 0800.
- H. No Public Comment
 - a. Chief Crowell and Chief Geoff Low met with the representative administering the needs assessment for a new Public Safety Building. In that meeting, they requested that space be added for a new 911 Center. Once the report is done, Chief Crowell will send a copy to Director LeClair and invite him to the next meeting.
- I. Adjournment
 - a. Chief Crowell made the motion to adjourn the meeting.
 - b. Meeting adjourned at 08:35.