

## LEWISTON-AUBURN 911 COMMITTEE

### MINUTES

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Date: Thursday, August 24, 2017  
Time: 0830  
Location: Lewiston Auburn 911 Communications Center – Conference Room

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#### Roll Call

*Present-* Finance Director Heater Hunter, Chief Brian Stockdale, Chief Brian O'Malley, Assistant Chief Bruce McKay, Pat Mador, Esq., Chief Geoff Low

*Staff-* Director Paul LeClair, IT Director Drew McKinley, Operations Manager Tim Hall

*Secretary-* Katie Gallant

*Guest-* Brian Martin

- A. Meeting called to order by Lewiston Auburn 911 Director, Paul LeClair.
- B. Approval of July 20, 2017 meeting minutes.
  - a. Motion to accept minutes made by Pat Mador, Esq.
  - b. Seconded by Chief Brian O'Malley.
  - c. Finance Director Heather Hunter abstained.
  - d. All in favor. Motion passes.
- C. Financial Report
  - a. FY17
    - i. Staff is projecting LA911 will end the fiscal year with a surplus of \$100,000.
    - ii. Ms. Hunter is working on the Year End Report.
    - iii. The LA911/ASO LLC will be disclosed on the financial statement.
  - b. FY18
    - i. With the fiscal year just beginning, there is not much to report.
- D. Director's Report
  - a. LLC and Lease Agreements
    - i. The LLC Agreement between Lewiston Auburn 911 and Androscoggin County has been approved and filed.
    - ii. The lease agreement between the LA911/ASO LLC and the Auburn Water District is being finalized upon the recommendation of our attorney. Approval is pending a copy of the site plan from Sebago Technics, and AWD's agreement with American Tower.
    - iii. The lease will establish:
      - 1. A 50 year term.

2. Non-compete, meaning no lease space on the tower to generate revenue.
  3. Tenant rights and right of way.
  - iv. AWD trustees will need to approve the finalized lease agreement, and once the LA911 Committee approves it then it will go to Androscoggin County for approval.
  - v. Ms. Mador Esq. questioned how much land does AWD own at the site?
    1. Director LeClair advised it is around 8,000 square feet.
    2. We are still waiting on a copy of the site plan so we can submit our request for permits to the City of Auburn.
  - vi. Ms. Hunter inquired if a LLC Board will be created?
    1. Director LeClair replied that they certainly could establish by-laws. He will reach out to the County Manager and bring information back to the LA911 Committee.
  - vii. Director LeClair requested approval of the Lease Agreement pending the site survey.
  - viii. Chief O'Malley suggested to table it until the September 21<sup>st</sup> meeting.
- b. Staffing
- i. We recently had one employee resign.
    1. That increased our vacancies to two.
    2. Our trainee should be signed off in the next couple of weeks.
    3. We had three interviews yesterday and will make a job offer.
  - ii. All Telecommunicators are scheduled for EFD training in September.
  - iii. Director LeClair and Operations Manager Hall attended EMD-QA training in August.
- c. Goff Hill Tower Project
- i. Director LeClair and IT Director McKinley continue to do the preliminary work.
    1. The County has a temporary building to place on the site during the transition.
    2. Dirigo Wireless will manage the transition.
    3. The timeline should be the end of September.
  - ii. Capital Project – Montello Site
    1. We originally budgeted to upgrade the building.
    2. The cell tower on the site is owned by SBA. There is space on the tower for the City of Lewiston Public Safety for no fee.
    3. The budgeted amount is between \$60,000 and \$70,000. The Quote from Dirigo Wireless to install and antenna is \$8,794.
    4. Director LeClair recommends that we move forward with this change and waive the three quotes required by the Purchasing SOP.
    5. Ms. Hunter moves to waive the three quotes.
    6. Chief O'Malley seconded the motion.
    7. All in favor. Motion passes.
    8. Ms. Mador Esq. moves to accept the Dirigo Wireless quote.

9. Chief O'Malley seconds the motion.
  10. All in favor. Motion passes.
- iii. LLC
    1. Once the tower is built we will need to include the property and fire insurance for both LA911 and the County. Director LeClair has received a quote that the insurance will not increase.
    2. The County will be billed for one-third of all operational costs.
    3. Katie will keep track of Capital funds spent to accurately bill the County.
  - d. Goff Hill Community Meeting
    - i. One citizen voiced concerns with potential blasting at the site. She was satisfied with the information that was presented.
- E. IT Director's Report
- a. IT Director McKinley is working on the Hardscrabble Antenna Project. We will need approval from the FAA. He will find out costs to the Auburn Fire Department.
  - b. He is currently working on the RFP's.
  - c. He will be out next week for training.
  - d. Katie will request a PO for the Virtualization Server Project once the bid is accepted.
- F. Operations Manager Report
- a. Operations Manager Hall recently attended a week long training to instruct a new hire class at the Academy.
  - b. The CALEA mock assessment went well.
  - c. Power DMS is up and running for policies and trainings. It will go live for CALEA after our on site assessment in October.
- G. Executive Session
- a. No Executive session.
  - b. Director LeClair is currently waiting on the Union request to open wage negotiations.
- H. Next meeting will be Thursday, September 21, 2017 at 08:00.
- I. No Public Comment
- J. Adjournment
- a. Ms. Mador Esq. made the motion to adjourn the meeting.
  - b. Ms. Hunter seconded the motion.
  - c. Meeting adjourned at 09:03.