

# LEWISTON-AUBURN 911 COMMITTEE

## MINUTES

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Date: Thursday, January 18, 2018  
Time: 0800  
Location: Lewiston Auburn 911 Conference Room

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### Roll Call:

*Present-* Finance Director Heater Hunter, Chief Brian O'Malley, Deputy Chief Jason Moen (in for Chief Phil Crowell), Chief Geoff Low, Councilor Leroy Walker, Councilor Michel Lajoie

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

*Secretary-* Katie Gallant

*Guest(s)-*

*Not in Attendance* – Chief Phil Crowell, Chief Brian Stockdale, Pat Mador, Esq.

Meeting called to order by Lewiston Auburn 911 Director, Paul LeClair at 08:01.

Introductions to our new member, Councilor Michel Lajoie.

Approval of Minutes: November 16, 2017 meeting minutes.

- Motion to accept minutes made by Deputy Chief Jason Moen, seconded by Councilor Leroy Walker.
- All in favor. Motion passes.

### Financial Report:

FY18

- Katie Gallant presents the FY18 year to date report.
- Director Hunter moves to accept the FY18 report, seconded by DC Moen.
- All in favor. Motion passes.

FY17

- Finance Director Hunter presents the FY17 Audited Financial Statement to be approved by the committee.
- The audit fee remains static for two more years.
- There will be a \$90,000 planned decrease from the capital expense.
- There are no adjustments from the draft that was presented in July.
- We ended the year at \$41,000 above the fund balance policy floor.
- Councilor Leroy Walker moves to accept the audit report as presented, seconded by Deputy Chief Moen.
- All in favor. Motion passes.

#### Badging System for the LA911 Center

- Director LeClair requests the Committee approve the use of Homeland Security Funds to implement a Badging System for Center Employees. Director LeClair requests the LA911 committee waive the bid process and award the contract to Protection One in the amount not to exceed \$15,000.
- Currently Protection One provides services to the City of Auburn and LA911 would be part of the Brivo Access Control System (ACS).
- It was clarified that Auburn went through the bid process previously before contracting with Protection One.
- Finance Director Hunter moves to accept the recommendation, seconded by Councilor Walker.
- All in favor. Motion passes.

#### Director's Report:

##### Election of Officers for 2018

- Annually, the Committee elects a Chairperson, Vice-Chairperson, Treasurer, and Clerk.
- Finance Director Hunter agrees to remain the Committee treasurer.
- Katie Gallant agrees to remain the Committee clerk.
- Chief Geoff Low is nominated to serve as the Committee Chairperson.
- Deputy Chief Moen moves to appoint Chief Low as Committee Chairperson, seconded by Finance Director Hunter.

- All in favor. Motion passes.
- Chief Brian O'Malley is nominated to serve as Vice-Chairperson.
- Councilor Lajoie moves to appoint Chief O'Malley as Committee Vice-Chairperson, seconded by Deputy Chief Moen.
- All in favor. Motion passes.

#### FY19 Budget Discussion

- Director LeClair presents the proposed FY19 budget to the Committee for approval.
- Finance Director Hunter notes that the Debt Service Payment will increase due to the Capital Project.
- The Director recommends the LA911 Committee approve the proposed FY19 Budget for submission to the City Manager Review Process, currently slated for Thursday, February 22<sup>nd</sup>, 2018.
- It is recommended that the amount of Fund Balance to apply to the budget be reduced to 50% of available funds. And to footnote the 1% increase using Fund Balance carry forward.
- Councilor Lajoie moves to approve presentation of the FY19 Budget to the City Managers as amended, seconded by Councilor Walker.
- All in favor. Motion passes. Director LeClair will report back to the Committee at the next meeting.

#### Telephone Line

- We currently utilize two circuits paid to Verizon totaling approximately \$3,000 per year.
- The Director recommends replacing those circuits with Fiber for a one-time cost of approximately \$4,900 by Dirigo Wireless, using FY18 Capital funds.
- The current FY18 Capital available balance is approximately \$225,000. There are more projects that have not been secured yet.
- It is recommended that this project be put on hold until the end of the budget year to reevaluate available funds.
- There will be an assessment of the towers near the end of February.
- This discussion will be tabled until the February meeting.

Lewiston Citizen-at-Large Position Nominee: Paul Robinson

- Director LeClair recommends the LA911 Committee elect Paul Robinson of Lewiston to fill the Lewiston Citizen at Large seat, for the balance of the 2018 Term.
- Councilor Lajoie moves to approve Paul Robinson for the Citizen at Large seat on the Committee, seconded by Finance Director Hunter.
- All in favor. Motion passes.

#### Radio System Project Update

- Director LeClair and IT Director Drew McKinley met with the City Managers to review the proposed Radio System Project and were invited to attend a joint City Council Meeting in mid-February to present the Radio Project.

#### Verizon Proposal regarding Gracelawn Tower

- Director LeClair and It Director McKinley met with representatives from Verizon and are awaiting Verizon's proposal.
- Director LeClair will reach out to other PSAP's for information on leasing tower space.

#### Personnel Update

- Fiscal year to date we have lost three full time employees. We have hired two, with one still in training. We currently have two vacancies and are looking to fill one of those vacancies.

#### IT Director's Report

##### Code Red

- Code Red has been purchased.
- IT Director McKinley is working with Rosemary Mosher from the City of Auburn on the GIS mapping aspect of the program.
- Code Red should be active soon. We will submit a press release for both cities.

##### Microwave Link

- Auburn Police Department should be up and running within the next three weeks.

#### Operations Manager's Report

##### EFD – Emergency Fire Dispatch

- All PSAP Centers across the State have been mandated to have EFD in place by 05/18/18. LA911 has been using EFD since November 2017.

- The Priority Dispatch Corporation's National Q program will review the Center's calls for one year. Then our in-house Quality Assurance Team will review the Center's calls.
- January's report came back with very high scores for our employees.

#### Executive Session

- No executive session

#### Next meeting:

- Thursday, February 15, 2018 at 08:00.
- It was requested that an Outlook Calendar invite with monthly reoccurrences be sent for the year. There will also be a monthly reminder emailed one week before the meeting containing the agenda and a draft of the meeting minutes.

#### Public Comment:

- No public comment.

#### Adjournment:

- Chief O'Malley moves to adjourn the meeting, seconded by Deputy Chief Moen.
- Meeting adjourned at 08:52.