

# LEWISTON-AUBURN 911 COMMITTEE

## MINUTES

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Date: Thursday, May 17, 2018  
Time: 0800  
Location: Lewiston Auburn 911 Conference Room

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### Roll Call:

*Present-* Finance Director Heather Hunter, Chief Brian O'Malley, Chief Phil Crowell, Chief Brian Stockdale, Chief Robert Chase, Patricia Mador, Esq., Councilor Leroy Walker, Councilor Michel Lajoie, Citizen-at-Large Paul Robinson

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

*Secretary-* Katie Gallant

*Guest(s)-* Pvt. Brian Martin

Meeting called to order by Lewiston Auburn 911 Director, Paul LeClair at 08:00.

### Approval of Minutes: April 19, 2018, meeting minutes.

- Motion to accept minutes made by Chief Phil Crowell, seconded by Ms. Patricia Mador, Esq.
- All in favor. Motion passes.

### Financial Report:

#### FY18

- Director LeClair presents the FY18 year to date report. With an estimated 9 weeks left of the fiscal year the previous \$40,000 to \$50,000 estimate of unexpended budget has been increased to roughly \$70,000. This is a result of adopting a "purchase if necessary" philosophy.
- Councilor Michel Lajoie moves to accept the FY18 report, seconded by Finance Director Heather Hunter.
- All in favor. Motion passes.

#### FY18 Capital Budget Report

- Director LeClair requests action on two issues for the capital project.

- One, for the Committee to approve to carry forward the unexpended balance of the FY18 Capital Project (radio project) to help reduce the FY19 Capital Project funding requirement.
- Two, for the Committee to approve Dirigo Wireless to install a “switch” that will replace two telephone lines with fiber optics at the Goff Hill tower, cost not to exceed \$4,975.80, and to approve funds not to exceed \$3,240 for planting of trees as a screen at the Webber Avenue tower.
- Finance Director Hunter moves to apply the balance of FY18 Capital Project funds to the FY19 Capital Project as well as carry forward any subsequent balances to the following years, seconded by Chief Brian O’Malley.
- All in favor, motion passes.
- Finance Director moves to approve Dirigo Wireless to install the switch with a cost not to exceed \$4,975.80 and planting of trees at Webber with a cost not to exceed \$3,240, seconded by Chief O’Malley.
- All in favor, motion passes.

#### Domestic Partner Health Coverage

- Director LeClair requested that the Lewiston Auburn 9-1-1 Committee adopt Domestic Partner Health Coverage through Maine Municipal Employee Health Trust in accordance with the Adoption of Domestic Partner Coverage that was distributed at the April meeting.
- Ms. Mador, Esq. moves to accept the addition of Domestic Partner Coverage, seconded by Chief Brian Stockdale.
- All in favor, motion passes

#### Director’s Report:

##### FY19 Budget

- Lewiston has approved their half of Lewiston Auburn 9-1-1’s proposed FY19 Operational Budget.
- The budget presentation for the City of Auburn is scheduled for May 21, 2018 at 5:00 pm.
- If funds additional to the FY18 Capital carryforward are necessary, Director LeClair and IT Director McKinley have prioritized the projects of the FY19 Capital budget to possibly defer some to the FY20 Capital budget.

- It was recommended by the Committee to present the FY18 carryforward at the Auburn budget meeting.
- It was also suggested that LA911 would be asked to reduce the FY19 Operational budget by 1.1%. Finance Director Hunter and Director LeClair will run the numbers and decide where adjustments can be made.
- Director LeClair will add a historical graph to the power point highlighting the fact that LA911 has not increased their budget since FY16.
- Director LeClair advises that he may call a special meeting after

#### Verizon Proposal

- Executive session

#### Personnel Update

- The Center's final vacancy is potentially filled contingent on the background check and pre-employment physical. The candidate is scheduled to start at the academy in June.

#### IT Director's Report:

- Goff Tower is functional.
- CMP is scheduled to connect at Webber today. The site should be online within the next couple of weeks.
- So far the projects have run smoothly and there have been no surprises.

#### Operations Manager's Report

##### Code Red

- As of April 30, 2018 there were 69 businesses, 726 residential, 1,000 cell phones, 655 text, and 372 email enrollees to Code Red. That is in addition to the prepopulated landlines.
- Drew to reach out to Code Red and request an update of the number of current subscribers.

#### Executive Session:

- Verizon Lease
- Entered executive session at 08:35 am.
- Motion made by Chief Crowell and seconded by Chief Robert Chase.

- All in favor, motion passes.
- Executive session ended at 08:42 am.
- Motion made by Ms. Mador, Esq. and seconded by Councilor Lajoie.
- All in favor, motion passes.

Next meeting:

- Thursday, June 21, 2018, at 08:00.
- Finance Director Hunter notes that she will not be in attendance.

Public Comment:

- No public comment.

Adjournment:

- Chief Crowell moves to adjourn the meeting, seconded by Ms. Mador, Esq.
- Meeting adjourned at 08:43.