

LEWISTON-AUBURN 911 COMMITTEE

MINUTES

Date: Thursday, October 25, 2018
Time: 0800
Location: Lewiston Auburn 911 Conference Room

Roll Call:

Present- Chief Brian O'Malley, Chief Robert Chase, Finance Director Heather Hunter, Councilor Leroy Walker, Ms. Pat Mador, Esq., 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 08:01.

Approval of Minutes: September 20, 2018, meeting minutes.

- Finance Director Heather Hunter requests to amend the September minutes to include that the FY18 Year End Financial Report reflects the adherence to the Lewiston Auburn 911's Fund Balance Policy.
- Motion to accept the amended minutes made by Finance Director Hunter, seconded by Citizen-at-large Paul Robinson.
- All in favor. Motion passes.

Executive Session:

- No executive session.

Financial Report:

FY19 Budget to Date Review

- The FY19 year to date budget is reviewed by Katie Gallant, highlighting the higher percentage expended lines.
- Motion to accept the FY19 budget report made by Ms. Pat Mador, Esq., seconded by Chief Robert Chase.

- All in favor. Motion passes.

FY19 Capital Project Review and Committee Action

- Bids were collected for the 800MHz Radio Engineering Services. Director Paul LeClair recommends the Committee award Consultant Services to the low bidder meeting specifications: Communication Design Consulting Group of Barrington, NH for the bid not to exceed \$19,950.00.
- Motion made by Finance Director Hunter, seconded by Councilor Leroy Walker.
- Director LeClair advises there will be a selection committee in place by the November Committee Meeting.
- Bids were collected for the Communications Equipment Shelter at the City of Lewiston Landfill Site. Director LeClair recommends the Committee award the Equipment Shelter Project to the low bidder meeting specifications: Eastern Communications of Bloomfield, CT for the bid amount not to exceed \$185,760.00.
- Chief Brian O'Malley suggests negotiating line 2.0 with Green Mountain Communications as they were the only vendor to include it in their bid. Director LeClair will reach out to them.
- Finance Director Hunter moves to award the project to the low bidder meeting specifications not to exceed \$185,760, seconded by Councilor Walker.
- All in favor. Motion passes.
- Director LeClair presents updates to the FY19 Capital Budget and the Homeland Security Grant Funds for the radio project. MEMA is requiring LA911 to obtain 800MHz frequency licensing before they will award funds for individual department radios. Director LeClair recommends trimming the console furniture project to allow for Dirigo Wireless to obtain the 800MHz frequency licensing in the amount of \$9,250.00.
- Chief Chase moves to approve the project change to maintain compliance with Homeland Security, seconded by Councilor Walker.
- All in favor. Motion passes.

FY20 LCIP Project Review and Committee Action

- The amount for the mobile and portable radios has been deducted from the drafted FY20 LCIP as they will be paid for by each community.
- The LCIP will be presented to the Lewiston City Council the first week of January 2019.
- Director LeClair is waiting on final numbers from Acting Chief Jason Moen to finalize the LCIP.

- Forecasting the Virtualization Hardware replacement every 3 years pushes the project to FY2022.
- Mr. Robinson moves to accept the FY20 Capital Projects with corrections once information is received from Auburn, seconded by Chief O'Malley.
- All in favor. Motion passes.

Director's Report:

Personnel Update

- There have been two new hires. One Telecommunicator vacancy will remain unfilled until the new trainees have signed off from training.
- Interviews were conducted for the open IT Support position. We will be extending a conditional offer of employment this week.
- The Telecommunicator's have presented an alternate schedule that we will implement on a trial basis starting January 2019. If the schedule is successful we will sign an MOU with the Union.
- The City of Auburn has requested a quarterly report from LA911 for the City Council. Director LeClair shared the report with the Committee.

IT Director's Report:

- Nothing to report.

Operations Manager's Report

- Nothing to report.

Next meeting:

- Thursday, November 15, 2018, at 08:00. Ms. Mador, Esq. noted she will not be in attendance.

Public Comment:

- No public comment.

Adjournment:

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