

LEWISTON-AUBURN 911 COMMITTEE

MINUTES

Date: Thursday, December 19, 2019
Time: 0800
Location: LA911 Communications Center

Roll Call:

Present- Chief Jason Moen, Chief Brian O'Malley, Chief Robert Chase, Finance Director Heather Hunter, Councilor Leroy Walker, Councilor Michel Lajoie, Patricia Mador, Esq., and Citizen-at-large Wayne Werts

Staff- Director Paul LeClair, IT Director Drew McKinley, and 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: October 17, 2019, meeting minutes.

- Motion to accept the August minutes made by Councilor Walker, seconded by Councilor Lajoie.
- All in favor. Motion passes.

Executive Session: Personnel Issue

- No executive session.

Financial Report:

FY20 Operational Budget Review

- Director LeClair reviewed the year to date operational budget report.
- Motion to approve the FY20 operational budget review made by Chief Moen, seconded by Councilor Walker.
- All in favor. Motion passes.

FY20 Capital Project Review

- Director LeClair advised the committee that the Center has reached an agreement with RB Allen regarding the Fire Alarm Box Alert System.
- The console furniture is scheduled for delivery and installation at the end of January.
- The radio design review with EF Johnson should be finalized by the January committee meeting. The project continues to be paid out at the benchmarks set in the contract. Equipment installation is scheduled for June 2020. System testing and acceptance is scheduled for September 2020.
- Motion to accept the FY20 Capital Project Review made by Chief Moen, seconded by Councilor Walker.
- All in favor. Motion passes.

FY19 Audit Report

- Finance Director Hunter advised that there were no adjustments from the unaudited report previously presented to the committee.
- This is the last year of the contract with the audit company. The City of Lewiston will be going out to bid for a new contract. Director Hunter recommended that the budget line for the audit be increased slightly.
- Motion to approve the FY19 audit report made by Chief Chase, seconded by Ms. Mador, Esq.
- All in favor. Motion passes.

Poland Contract

- Director LeClair requested approval of the Poland contract update, stating the fee will continue to increase at 2.5% annually until 2023.
- Motion to approve the updated Poland contract made by Councilor Lajoie, seconded by Finance Director Hunter.
- All in favor. Motion passes.

FY21 Budget Draft

- Director LeClair advised that he will be prepared to present the FY21 draft budget to the committee for approval at the January meeting.

Director's Report:

- Director LeClair informed the committee that we currently have six vacancies.
- There is one trainee at the Academy. One trainee begins January 6, one begins January 20, and one begins mid-March. We have hired a part-time employee full-time to fill the TC3 supervisor position. The remaining vacancy will be filled in the last quarter of FY20.

IT Director's Report:

- No Report.

Operations Manager's Report:

- Operations Manager Hall advised the committee that the Center has purchased a new scheduling software to help alleviate some of the excess paper and manpower involved in the scheduling process.
- New Business:
- Chiefs Moen and Chase advised the committee of their meeting with EMA regarding CMP outages. Director LeClair and Operations Manager Hall informed the committee that they had also been working with EMA and CMP regarding standard operating procedures during outages.
- Next meeting:
- Thursday, January 16, 2020, at 08:00. Items for the agenda will include officer elections and budget draft approval.

Public Comment:

- No public comment.

Adjournment:

- Ms. Mador, Esq. moves to adjourn the meeting.
- Meeting adjourned at 08:35.