

LEWISTON/AUBURN 9-1-1 COMMITTEE

MINUTES

Date: Friday, April 24, 2015
Time: 0800
Location: LEWISTON/AUBURN 9-1-1, 552 Minot Avenue Auburn, Maine 04210

1. ROLL CALL:

- A. Present: Chief Paul LeClair, Chief Frank Roma, Deputy Chief Brian O'Malley, Dr. Tammie Willoughby, Councilor Leroy Walker, Councilor Donald D'Auteuil,
- B. Staff: Director Phyllis Gamache, Systems Manger Drew McKinley, Secretary Kristal Goff
- C. Absent: Chief Phil Crowell, Chief Michael Bussiere, Finance Director Heather Hunter, Patricia Mador, Esq.

2. OPEN SESSION:

- A. Meeting called to order at 07:58 a.m. –
 - i. Motion made by Councilor D'Auteuil to accept minutes from March 18, 2015.
 - ii. Seconded by Dr. Willoughby.
 - iii. Motion passed.
- B. Financial Report –
 - i. There are no significant changes since last report.
 - ii. Motion to approve Financial Report made by Dr. Willoughby.
 - iii. Seconded by Councilor D'Auteuil.
 - iv. Motion passed.
- C. Director's update –
 - i. *Vacancies* –
 - 1. The Center is currently down five positions. Two positions should be filled shortly as two trainees are due to be completing the training program.
 - 2. We have a prospective new hire scheduled for an interview on April 29, 2015. He has a firefighting/EMT background and some dispatching experience at UAS.
 - ii. *ASO Backup Agreement* –
 - 1. The backup agreement with ASO has not yet been signed by Sheriff Samson.
 - iii. *RFP for Radio Project* –
 - 1. Director Gamache is seeking permission to allow an outside agency to review her RFP for completeness/recommendations prior to submitting to vendors.
 - a. The Committee agrees to allow Director Gamache to submit a draft for review to a contact provided by Chief Roma.

- iv. *Lisbon PD Letter* –
 1. Director Gamache received a letter from Lisbon Police Chief David Brooks asking her to consider combining their dispatch with L/A 9-1-1 PSAP.
 2. Director Gamache and Chief LeClair will reach out to Chief Brooks to discuss further.
 - a. It will be approximately \$250k to create a new position within L/A 9-1-1 for Lisbon excluding costs for connectivity, administration, facilities and capital improvement.

D. *Budget Discussion* –

- i. Director Gamache presented a 4.5% increase to the councils for FY16.
 1. If the Center did not fill one vacant position, the budget increase would be reduced down to 1.9%.
- ii. Director Gamache was tasked with determining the costs of not filling vacancies. Break down of vacation/sick/overtime hours and their associated costs:
 - a. Currently, three positions are costing the Center overtime and they are being filled on an as-needed basis.
 - b. The Center averages 35 sick hours/week, 55 vacation hours/week and 210 hours/week in overtime.
 - c. The average rate of overtime for the Center is \$27/hour or \$310k/year.
 - i. Each vacancy is equivalent to \$35k in overtime cost
- iii. *Committee's Suggestions*
 1. Consider stress on the agency on filling vs. not filling (i.e. burnout, lack overtime).
 2. Closely monitor moral.
 3. Start moving forward to looking to fill two positions and leave one open.
 4. Look at numbers again basing costs off minimum staffing and historical vacation and sick time.

E. *Systems Manager Update* –

- i. Money has not been spent yet for approved purchases.
- ii. \$59k will be spent prior to July 1. Remaining items to be purchased after July 1.

F. *Memo from Auburn City Clerk* –

- i. L/A 9-1-1 received a memo on the “ABCs” (established expectations) of City of Auburn intergovernmental agencies.
- ii. L/A 9-1-1 is mostly in compliance with these “ABCs”.
 1. Director Gamache will be following up with the City Manager to outline L/A 9-1-1’s By-Laws.

G. *Executive Session* –

- i. Executive session will be at the May meeting. There will be a discussion on salaries and the CBA.

H. *Next Meeting* –

- i. L/A 9-1-1 Committee will start meeting on the 3rd Thursday of every month beginning May 21, 2015 at 8:00 a.m.

I. Chief Leclair makes a motion to adjourn at 08:44 a.m.

- i. Seconded by Deputy Chief O'Malley.
- ii. Motion passed.