

LEWISTON/AUBURN 9-1-1 COMMITTEE

MINUTES

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Date: Thursday, May 21, 2015  
Time: 0800  
Location: LEWISTON/AUBURN 9-1-1, 552 Minot Avenue Auburn, Maine 04210

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1. ROLL CALL:

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

2. EXECUTIVE SESSION:

- A. Entered Executive session at 8:00 a.m.

3. OPEN SESSION:

- A. Regular meeting called to order at 08:54 a.m. –
  - i. Motion made by Councilor Walker to accept minutes from April 24, 2015.
  - ii. Seconded by Ms. Mador.
  - iii. Motion passed.
- B. Financial Report –
  - i. There are no significant changes since last report. Line items are trending below target for this point in the cycle.
  - ii. Motion to approve Financial Report made by Chief LeClair.
  - iii. Seconded by Chief Crowell.
  - iv. Motion passed.
- C. Director's update –
  - i. *Personnel* –
    - 1. TC4 Kyle Jandreau has been qualified and signed off from training. He has filled the vacant TC4 Supervisor shift on Night Watch.
    - 2. There are two potential candidates in the pipeline.
    - 3. One dispatcher has given notice of their conditional offer of employment at another agency pending a background investigation.
  - ii. *ASO Backup Agreement* –
    - 1. The backup agreement with ASO has been signed. L/A 9-1-1 is now the backup PSAP if ASO's phone lines go down. MSP continues to be the backup for L/A 9-1-1.

- iii. *RFP for Radio Project* –
  - 1. The radio study needs to be completed before leaf drop and the goal is to have it completed this summer.
    - a. Money for the study must be spent by August 16 and City of Lewiston will not fund the project until the study is complete.
- iv. *CALEA Assessment* –
  - 1. L/A 9-1-1 is up for reaccreditation. The assessors will be here from July 19 through July 22, 2015.
  - 2. L/A 9-1-1 will be holding a Mock Assessment on June 1, 2015.
- D. Budget Discussion –
  - i. City of Auburn is entering the proposed 1.9% increase into their budget.
  - ii. City of Lewiston has already accepted the 1.9% increase.
- E. Systems Manager Update –
  - i. Operations are currently running smoothly.
  - ii. One updated quote has been received for the phone controller purchase. Awaiting a second quote.
  - iii. The remote support device has been implemented and is working well.
  - iv. IT Tech Matt Charest is receiving excellent reviews from the agencies he's working with.
- F. Open Discussion from the general public –
  - i. No discussion.
- G. Next Meeting –
  - i. L/A 9-1-1 Committee will hold their next meeting on Thursday, June 18, 2015 at 8:00 a.m.
- H. Chief Leclair makes a motion to adjourn at 09:03 a.m.
  - i. Seconded by Deputy Chief Roma.
  - ii. Motion passed.