

LEWISTON/AUBURN 9-1-1 COMMITTEE

MINUTES

Date: Thursday, September 15, 2016
Time: 0800
Location: LEWISTON/AUBURN 9-1-1, 552 Minot Avenue Auburn, Maine 04210

1. ROLL CALL:

- A. Present: Chief Paul LeClair, Pat Mador, Esq., Chief Geoff Low, Chief Phil Crowell, Deputy Chief Brian O'Malley, Councilor Leroy Walker, Councilor Tim Lajoie, Heather Hunter
- B. Staff: Director Phyllis Gamache, IT Director Drew McKinley
- C. Secretary: Katie Gallant

OPEN SESSION:

- A. Meeting called to order at 08:00 a.m.
- B. Review of the meeting minutes of August.
 - i. Minutes were accepted.
- C. Financial Report
 - i. No financial report.
- D. Director's Report
 - i. Personnel
 - 1. We currently have two trainees.
 - a. On track to be qualified by Thanksgiving.
 - 2. We have recently had another employee resign.
 - a. Decided not to come back after the end of her FMLA.
 - b. We are down a total of six positions.
 - c. We currently have 3 applicants that have passed the screening test and done their "sit-along". Ready to schedule interviews.
 - ii. Operations
 - 1. APD Radio Issues – resolved.
 - a. The fix for it will be \$62,000 and should be done for both Auburn and Lewiston. Totaling \$124,000.
 - i. If we are going to do a microwave link for the APD, which will resolve some of the communications issues we are having worth them, it make sense that we do it for Lewiston as well because it will smooth over both operations.
 - a. IT Director McKinley stated installing the new microwave links would remove Fairpoint from the equation. On the roof of Auburn City Hall, replaced with fiber optics to relay all

- transmissions will result in cleaner transmissions, and we own it.
This is a needed step for when we upgrade the radio system.
- ii. This will allow us to not have to renew the contract with Fairpoint for rental of line usage.
 - a. Heather would like the financial number of what the monthly contract fee is, when it expires and if there is a buy-out option.
 - b. Chief LeClair-At this price it should be put out for bid to follow financial procedures.
 - c. Do we keep the fiber optic lines that we currently have for a redundant circuit? It would be nice, but is it feasible...
 - iii. Charlie DeAngelis told us that he has fiber optic lines running all through the city that we could tap into. We would just have to hire out the labor to have the lines pulled.
 - a. Would give multiple redundant paths so when the city switches over to generator and we lose Auburn, we don't lose email and Androscoggin County Sheriff's Dispatch doesn't lose IMC, etc.
 - iv. There are multiple pieces to this process.
 - a. Microwave
 - b. Fiber Connectivity
 - c. The Water District owns land on Goff Hill that would be ideal to put in a 180 foot tower.
 - a. Chief Crowell will contact Sid Hazelton about leasing a portion of the property.
 - b. Need to do a Spectrum Study of Goff Hill to make sure any existing towers don't interfere with our transmission and we don't interfere with theirs.
 - c. There is and 11:00 meeting with the Department Directors Gamache and McKinley, Chiefs Crowell and LeClair, Dave Cobb, and the City Managers regarding the Radio Infrastructure.
 - d. Chief Crowell moves to approve going ahead with the RFP, execution based on funding.
 - e. Heather seconds the motion.
 - f. All approved.
2. Chief Leclair - We need to take a look at interlocal funding formula.
 - a. Portland and South Portland's agency has a model most similar to ours.
 - i. Finance Director who works with the City Managers on funding and policies.
 - ii. Advisory Panel for operations.
 - b. Chief Crowell would like to task Director Gamache with drafting a proposal that the Committee can present to the City Managers to restructure the Board and redefine its authorities.
 - c. Director Gamache requested input of what the board would like, or not like, to see in the proposal.
 - d. Chief LeClair feels like the current Committee's authority is more of a review board and not in a management position.
 - e. Chief Crowell and Chief LeClair would like to see that Director Gamache has a more direct link to the City Managers for financial and operational approval and keep the Chiefs as an advisory panel, since they are more her peers than her supervisors.
 - f. Heather would still like there to be focus on the funding formula.

- g. Chief Crowell requested that Phyllis put together some models/proposals and submit them to the Committee Members before the next meeting.

E. IT Director's Report:

- i. We are ready to test Lisbon and Sabattus on IMC
 - 1. This will enable us with more data sharing
- ii. Reviewed the warranty contract with Motorola.
 - 1. There is about 1 ½ years left in the consoles maintenance warranty, which works well with the timing of the Phase 1 pieces.
 - 2. Portables and mobiles are warrantied by model and not by purchase date. They will also need to be replaced over the next couple of years. This timeline goes along with the upgrade and purchasing new equipment.
 - 3. Reminder if purchasing new equipment (through grants, etc.) check in with IT Director McKinley or Director Gamache to see if it will be compatible with the Communication Center upgrades.

F. No executive Session

G. *No Public Comment.*

H. The next meeting will be Thursday, October 20, 2016 at 0800.

I. Meeting adjourned at 0835.