

LEWISTON/AUBURN 9-1-1 COMMITTEE

MINUTES

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Date: Tuesday, January 26, 2016  
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, Pat Mador, Esq., Councilor Leroy Walker
  - B. Staff: Director Phyllis Gamache, Systems Manager Drew McKinley, Secretary Kristal Goff
  - C. Absent: Chief Michael Bussiere, Councilor Timothy Lajoie
2. OPEN SESSION:
  - A. Meeting called to order at 08:00 a.m.
    - i. Motion made by Chief Crowell to accept the minutes from 12/17/2015.
      1. Seconded by Ms. Mador, Esq.
      2. Motion passes.
  - B. *Election of Officers*
    - i. Motion made by Deputy Chief O'Malley to elect Chief LeClair as Chair.
      1. Seconded by Chief Roma.
      2. Motion passes.
    - ii. Motion made by Councilor Walker to elect Chief Crowell as Vice Chair.
      1. Seconded by Ms. Mador, Esq.
      2. Motion passes.
    - iii. Motion made by Councilor Walker to elect Ms. Goff as Secretary.
      1. Seconded by Finance Director Hunter.
      2. Motion passes.
    - iv. Motion made by Chief Crowell to elect Finance Director Hunter as Treasurer.
      1. Seconded by Ms. Mador, Esq.
      2. Motion passes.
  - C. *Financial Report*
    - i. The Board requests that the revenue and expenses be split into two separate reports.
    - ii. Currently, we are over budget on the Communications, Maintenance/Licensing, Travel, and Medical Exams line items.
      1. Communications and Maintenance/Licensing line items will be adjusted for fund balance approved purchases.
        - a. The Office Equipment budget was adjusted for approved fund balance purchases but the purchases were charged to Communications Equipment and Maintenance/Licensing.
      2. Motion to accept the Financial Report made by Ms. Mador, Esq.
        - a. Seconded by Councilor Walker.
        - b. Motion passes.
  - D. *Director's Report*

- i. *Personnel*
  - 1. Freda Keyser has been promoted to TC3 Supervisor. She had left the agency for a couple years and has returned recently.
    - a. All three candidates were great; all well prepared.
  - 2. New hire, Erin Griffin, is doing really well.
  - 3. We currently have one trainee and one additional vacancy of the three that we're allowed to hire for.
    - a. We have one interested candidate, a former APD and LPD officer, his application is currently under review.
- ii. *HRA*
  - 1. We are currently in the process of implementing our Health Reimbursement Account (HRA).
- iii. *Dependent Life*
  - 1. As part of our open enrollment period for the PPO 500, we would like to offer Dependent Life Insurance to the employees at the employee's cost. This is offered by MMEHT in conjunction with Basic Life. Minimal cost on the employee and no need for Evidence of Insurability with the initial offering of the benefit. It will be offered to all new hires.
    - a. Finance Director Hunter makes a motion to offer Dependent Life.
    - b. Seconded by Chief Crowell.
    - c. Motion passes.
- iv. *PPO 500 vs. POS C*
  - 1. As it stands, it looks like we have one employee interested in remaining with the POS C plan.
  - 2. Deb Grimmig and Chris Mumau from Human Resources at City of Auburn will be coming in for Employee Meetings on 2/2/16 to answer any questions about the PPO 500 and/or the HRA.
- v. *Operations*
  - 1. Fire protocols started out as a good idea on a voluntary basis with a few trial centers in the State and now it is worked into law and the State will be requiring the PSAPs to implement within 3 years, the ESCB wants them implemented within 1 year.
    - a. L/A 911 is on the schedule for implementation in May 2016. Smaller PSAPs start implementing in March.
    - b. Director Gamache polls the Board for input on whether or not we should delay implementation.
      - i. Chief LeClair asks if the Center is ready.
      - ii. Director Gamache responds that the Center is just as ready as any other Center would be. It'll impact the QA review process but she is unsure how much at this time.
      - iii. Ms. Mador, Esq. recommends getting implemented early that way changes can be made if there are parts of the process that we find need changing.
      - iv. The Board agreed to go through with implementation and to work through legislative channels if the protocols prove to be problematic.
      - v. Director Gamache has added \$400 to the QA stipend line item to add another employee to the QA team.
  - 2. Text-a-Tip has been very actively lately; especially in Lewiston.

- a. Director Gamache is concerned that we are still receiving services that we are no longer paying for.
    - i. Chief Crowell believes that Healthy Androscoggin had some money and they are extending contracts OR it is a result of their new director, Erin Guay.
  - b. Lewiston PD has taken Text-a-Tip out of their budget.
  - c. Auburn PD is happy to keep the feature if someone else is paying for it.
3. The “latest and greatest” RFP has been received. Director Gamache is still in the process of reviewing it.
- a. This RFP is primarily focused on a VHF solution.
4. The contract with Poland Fire/Rescue is expiring this year.
- a. 3% annual increases are built into the current contract.
  - b. Androscoggin County Sheriff Samson is currently gauging Poland’s interest in coming back to the ASO for dispatching/PSAPing services.
  - c. Director Gamache is requesting a drop to 2.5% for annual increases in the new contract.
    - i. 3% increases are higher than our budget increases.
    - ii. Chief LeClair suggests the charge be in line with the growth of the budget.
    - iii. Chief Roma asks about Poland’s call volume.
      - a. Director Gamache states it is growing.
    - iv. The Board agrees with the offer of a 2.5% increase and give Director Gamache the authority to further negotiate if necessary.
5. Sheriff Samson called for a meeting on Wednesday, January 27, to discuss short and long term goals.
- a. Systems Manager McKinley believes that the Town of Sabattus wants to break away from their contract with Lisbon for dispatching/PSAPing services. ASO would like to take them on, but would need help from L/A 911 by way of hosting their server.
    - i. The Board will not support ASO’s use of L/A 911’s servers for ASO to host other cities.

E. *Systems Manager Report*

- i. Currently discussing with City of Auburn the costs associated with the repair/replacements of the A/C units in the building. The fire department floors have been repaired and the Center isn’t moving anytime soon. City of Auburn is doing A/C work for the fire department and we will get more “bang for the buck” by consolidating the two projects. Essentially the Center has three HVAC systems that need to be replaced and have been approved for \$21k to be spent from fund balance.
1. The Board directs Systems Manager McKinley to see what can be done with the \$21k and if more is needed, we’ll need another vote.

F. *Executive Session*

- i. Motion made by Ms. Mador, Esq. to move into executive session at 08:47 a.m.
- ii. Seconded by Councilor Walker.
- iii. Motion passes.

- iv. Ms. Mador, Esq. moves to come out of executive session at 0852, Councilor Walker Seconded.
- v. Ms. Mador motioned to authorize a 2.5% salary increase for all non-union personnel retroactive to July 1, 2015, to apply recent shift differential stipends to non-union dispatch personnel retroactive to December 27<sup>th</sup> and to make available to non-union dispatch personnel the meal stipend outlined in the collective bargaining agreement.
- vi. Chief Roma seconded; the motion passed unanimously.
- vii. Meeting adjourned at 09:00 a.m.
- viii. Next meeting is solely a budget meeting and is scheduled for Friday, February 5, 2016 at 08:00 a.m.