

LEWISTON/AUBURN 9-1-1 COMMITTEE

MINUTES

Date: Friday, February 5, 2016
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, 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, Chief Phil Crowell, Councilor Timothy Lajoie
2. OPEN SESSION:
 - A. Meeting called to order at 08:05 a.m.
 - i. Motion made by Finance Director Hunter to accept the minutes from 1/26/2016.
 1. Seconded by Ms. Mador, Esq.
 2. Motion passes.
 - B. *Budget Discussion*
 - i. There will be a 0% increase for FY17 because money will be applied from fund balances to level out increases for the year.
 - ii. Maine State Retirement has a significant increase because MEPERS contribution rates have been annually increasing.
 1. The Director reported the Center generally seems to overfund MSRS because we spend less than we are budgeting for, however, that won't be happening as we are nearing full staff.
 - iii. Medical and Wellness is being increased by 21.1% to reflect the additional \$100 added to the Cafeteria Benefit Plan.
 - iv. New line item for the Health Reimbursement Account (HRA) has a 100% increase because it is new. This line item was negotiated as part of the transition from the POS C to the PPO 500.
 - v. Workers Comp is down significantly due to fewer claims.
 - vi. Utilities line item continues to drop.
 - vii. CALEA is down because this isn't a conference year.
 - viii. Medical exams are up to account for new hires and fitness for duty exams
 - ix. Legal fees are down; no issues with negotiations and no grievances.
 - x. Miscellaneous services is down due to audit fees going down
 1. Some employee recognition purchases were made in FY16 (LA911 garb and a grill).
 - xi. In-service training is up for IT training
 1. SYSCO HP network training for the IT team.
 2. Finance Director Hunter suggests looking into having MMA come in for liability training.

3. Ms. Mador, Esq. has an available seat for Director Gamache to audit a “Vicarious Trauma Training” that the DA Association will be hosting with the help of a grant.
 - xii. Office & Printing supplies remain the same or negative.
 - xiii. Dues are up to reflect annual CALEA fees.
 - xiv. Insurance are down.
 - xv. Principal and Interest down due to the large construction bond being paid off.
 - xvi. Office Equipment down.
 - xvii. Comm Equipment up slightly.
 - xviii. Total increase for the year: \$65,281
 1. The fund balance is really healthy so the increase will be offset by the fund balance to reflect a 0% increase in the budget.
- C. *Fund Balance Spending*
- i. The following items were approved to be purchased in FY16 from fund balance and still remain unpurchased:
 - a. HVAC - \$21k
 - b. Phone upgrade - \$12,500
 - c. Other item - \$3k
 - ii. Finance Director Hunter states these purchases need to be reflected in FY16 projections if they will be purchased by year-end.
- D. *Other items noted by Director Gamache*
- i. In the prior year’s budget, Director Gamache had part-time hours listed at 857 hours. In calendar year 2015, part-time personnel worked a total of 1,367 hours. To budget for FY17, Director Gamache estimated 1000 hours to be worked by part-time personnel to meet in the middle.
 - ii. Sick Incentive hours have been adjusted to reflect the hours used in CY15.
 - iii. A 3rd stipend has been added for the EMD QA team.
 - iv. A stipend has been added for the IT Support Specialist’s on-call hours.
 - v. All of the above named items have been added to the proposed budget.
- E. *Public Comment*
- i. Chief Roma would like to make it known that he recognizes that staff and expenditures seem to be stabilizing since his time on the Committee began. He would like to thank Director Gamache for her efforts.
- F. *Executive Session*
- i. Motion made by Finance Director Hunter to enter into executive session to discuss personnel matters.
 - ii. Seconded by Councilor Walker
 - iii. Motion passes.
 - iv. Motion by Ms. Mador to exit executive session.
 - v. Seconded by Councilor Walker.
- G. *Next meeting will be the regularly scheduled meeting, Thursday, Feb. 18th at 0800.*
- i. Motion to adjourn.