

LEWISTON/AUBURN 9-1-1 COMMITTEE

MINUTES

Date: Thursday, May 19, 2016
Time: 0800
Location: LEWISTON/AUBURN 9-1-1, 552 Minot Avenue Auburn, Maine 04210

1. ROLL CALL:

- A. Present: Chief Paul LeClair, Chief Phil Crowell, Deputy Chief Geoff Low, Deputy Chief Brian O'Malley, Councilor Leroy Walker, Councilor Timothy Lajoie
- B. Staff: Director Phyllis Gamache, Secretary Kristal Goff
- C. Absent: Systems Manager Drew McKinley, Chief Michael Bussiere, Finance Director Heather Hunter, Pat Mador, Esq.

2. OPEN SESSION:

- A. Meeting called to order at 08:00 a.m.
 - i. Motion made by Councilor Walker to approve minutes from April 21, 2016 with the correction to Deputy Chief Low's name.
 - 1. Seconded by Councilor Lajoie.
 - 2. Motion passes.

B. *Financial Report*

- i. The areas we were trending high in are the same areas that have trended high since the last committee meeting and reflect old expenditures. Nothing of significance to report.
- ii. We're currently at 74.5% of the budget spent, under budget nicely for the year.
- iii. Motion to accept the Financial Report made by Chief Crowell.
 - 1. Seconded by Councilor Walker.
 - 2. Motion passes.

C. *Director's Report*

- i. Personnel
 - 1. Two employees have left in the last five weeks, Taylor Lemieux and Michelle Estabrook.
 - 2. One employee is pregnant and going on maternity leave near the end of June.
 - 3. One employee is looking at a long term medical leave.
 - 4. One employee is having significant attitude issues and an aggressive strategy to manage him will be implemented later today.
 - 5. Operating at minimal staffing levels causes strain on remaining staff who might be inclined to leave due to an increased amount of forced overtime.
 - 6. One employee is near the end of training.
 - 7. A new employee begins training on May 24, 2016.

D. *Budget Discussion*

- i. Last Monday Auburn councilors voted to recommend rescinding the \$213k cut from L/A 9-1-1's budget. It was also recommended that the Auburn City Manager meet with the Lewiston City Manager to discuss the Interlocal Agreement and the cost-share between the two cities. There will

be a meeting on May 31, 2016 for discussion of Lewiston/Auburn 9-1-1's budget.

- ii. Joint city agencies budget presentations on May 23 in Auburn. We've received no questions so far on our budget. The budget will be presented as approved by the Committee. Auburn voted not to fund the CIP radio upgrade that has been in the CIP for the last three years.
 - 1. Repairs to the system are up 700% for the radio. Currently we're "robbing" Lewiston Fire TAC equipment when repairs to Auburn Primary frequency are needed.
 - 2. We are in year 21 of a 15-20 year life-cycle.
 - a. Three issues with the equipment last year; 24 issues with the equipment this year.
 - b. Fairpoint has to track down a line and we are low on their priority list.
 - c. Copper lines would be moved to microwave and that issue would no longer exist.
 - d. Chief LeClair recommends we start considering options for replacement with funds already existing – maybe use fund balance.
 - i. Lewiston Fire Primary has a filter solution issue that needs resolving. Dave Cobb has been waiting on direction for a couple months.
 - e. Deputy Chief O'Malley asks if radio coverage issues will be discussed.
 - i. Director Gamache reports that the radio issues are primarily Auburn's and will be discussed.
 - ii. Deputy Chief O'Malley recommends presenting the TUSA coverage maps to explain to the councils.

E. *Systems Manager Update*

- i. Systems Manager McKinley had shoulder surgery on Friday, May 10, 2016. We expect his return to be in three-four weeks.

F. *Micro-stations in Auburn*

- i. Currently there have been no issues with the micro-stations going up in Auburn. We don't want them on towers at this point – especially in our buffer zones because we don't know what impact they may have on us.
 - 1. There may be a potential rental income to be made off our tower space IF the equipment is smaller and there's no interference. Director Gamache recommends waiting until after the radio upgrade project is complete before considering renting out tower space.

G. *Executive Session*

- i. Motion made by Chief Crowell to enter into Executive Session to discuss the Wage/Step Increase Policy at 0820.
 - 1. Seconded by Councilor Lajoie.
 - 2. Motion passes.
- ii. Entered back into regular session at 0836.

H. Chief Crowell makes a motion to revise and approve Director's contract with amendments.

- i. Seconded by Councilor Walker.
- ii. Motion passes.

I. *No Public Comment.*

J. *Next meeting will be the regularly scheduled meeting, Thursday, June 16, 2016 at 08:00.*

- i. Councilor Walker will not be in attendance.
- K. Motion to adjourn made by Councilor Walker at 08:40 a.m.
 - i. Seconded by Deputy Chief O'Malley.
 - ii. Motion passes.

DRAFT