

# LEWISTON-AUBURN 911 COMMITTEE

## MINUTES

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Date: Thursday, October 20, 2016  
Time: 0800  
Location: Lewiston-Auburn 911 Communications Center

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1. Roll Call

*Present-* Chief Paul LeClair, Pat Madore, Esq., Chief Geoff Low, Chief Phil Crowell, Deputy Chief Brian O'Malley, Councilor Leroy Walker, Councilor Tim Lajoie, Heather Hunter

*Staff-* Director Phyllis Gamache, IT Director Drew McKinley, Secretary Katie Gallant

*Guest-*

2. OPEN SESSION:

A. Meeting called to order at 0802

- a. Motion for Executive Session
- b. Return to Open Session at 0845
- c. Discussion of Executive Session

i. Office Position

1. Katie Gallant was offered the full time clerk's position at \$13.00 per hour with full benefits. She was also offered an interim office manager position at \$5.00 per hour until completion of the operations manager transition and notice of the board.
2. Motion was made to approve the proposal.
3. Motion seconded and passed.
4. Offer was accepted by Katie.

ii. Operations Manager

1. Appointment of TC4 Tim Hall as interim operations manager with \$60,000.00 per year salary.
2. Motion was made, seconded, and passed.

iii. Director

1. Chief Paul LeClair was appointed interim director with a weekly stipend of \$150.00 per week.
2. Motion was made, seconded, and passed.
3. Classified for the Director of Lewiston-Auburn 911 Emergency Communication Center will be posted

immediately, internally and externally, and will run for 1 month. Applications and resumes will be accepted until a suitable candidate has been chosen.

- B. Approval of Minutes
  - a. Meeting minutes from September 15, 2016 were approved
- C. Financial Report – presented by Heather Hunter
  - a. Accounts payable for October and payroll for September were presented.
  - b. Revenues of \$267,985.11 include 1<sup>st</sup> quarter billing. Katie will send out bills for 2<sup>nd</sup> quarter payments.
  - c. Expenditures of \$650,042.22 include an over budget line item of Maintenance and Licensing, which Ms. Hunter will be adjusting. The line item for Legal Fees was also over budget due to mis-posting of Insurance billing. This has been corrected.
  - d. Motion was made to accept the treasurer’s report. Seconded and passed.
- D. Director’s Report – presented by Phyllis Gamache
  - a. Personnel
    - i. One trainee has signed off and is doing well.
    - ii. Another trainee should be signed off by Thanksgiving.
    - iii. One applicant has passed the background investigation and will be presented with an offer of employment. Another potential hire will be submitted to ASO for her background investigation.
    - iv. There are three applicants to schedule for interviews next week.
  - b. Reorganization
    - i. Phyllis submitted proposals to reorganize staff and governing/funding models to City Manager’s Ed Barret and Denis D’Auteuil
    - ii. They approved the recommendation to move ahead with the operations manager and office clerk reorganization on an interim basis for the remainder of the fiscal year. Pending success in the transition, implement changes for the new fiscal year as well.
    - iii. They requested time to review the governance and funding proposal.
    - iv. Phyllis will forward a copy of the proposals to the committee members.
- E. System Manager Report – presented by Drew McKinley
  - a. Lights

- i. AFD has replaced all of their fluorescent lights with LED lights from some outside funding. They have enough funds left over to replace fluorescent lighting in the Comm Center as well.
  - b. Equipment Purchases
    - i. Please talk with Drew and/or Matt before making “IT” equipment purchase to make sure that products will be compatible with the current operating and communications systems.
  - c. Microwave
    - i. After further review of the microwave quote from Dirigo Wireless and the cost to buy out of the contract with Fairpoint, it no longer makes financial sense to make the microwave project our first priority. Moving the tower at Goff Hill should be the first project. It will improve connection with APD and cut the Dirigo Wireless Quote by close to 50%.
    - ii. Heather requested a more comprehensive proposal of project priorities and estimated costs for the committee’s review.
    - iii. Fiber optic cable will also need to be strung in Auburn. We are currently working with Charlie DeAngelis on a timeline.
- 3. Next meeting will be November 17, 2016 at 0800
- 4. Public Comment - None
- 5. Meeting adjourned at 0915