

## LEWISTON-AUBURN 911 COMMITTEE

### MINUTES

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Date: Thursday, November 17, 2016  
Time: 0800  
Location: Lewiston-Auburn 911 Communications Center

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1. Roll Call

*Present-* Chief Paul LeClair, Chief Geoff Low, Chief Phil Crowell, Interim Chief Brian O'Malley, Councilor Leroy Walker, Finance Director Heather Hunter

*Staff-* Interim Operations Manager Tim Hall, IT Director Drew McKinley, Secretary Katie Gallant

*Guest-*

2. OPEN SESSION:

- A. Meeting called to order at 0800
- B. Approval of Minutes
  - a. Meeting minutes from October 20, 2016 were approved
- C. Financial Report – presented by Finance Director Heather Hunter
  - a. Year to date budget report was presented
  - b. Revenues of \$267,280.50 include 1<sup>st</sup> quarter billing. 2<sup>nd</sup> quarter bills have been paid and will be posted by next meeting.
  - c. Expenditures of \$790,521.65 include an over budget line item of Maintenance and Licensing, which Ms. Hunter and IT Director McKinley will be identifying what will be reimbursed by other agencies. The line item for Legal Fees was also over budget due to mis-posting of insurance billing. This will be corrected.
  - d. Motion was made to accept the treasurer's report. Seconded and passed.
- D. Director's Report – presented by Acting Director, Chief LeClair
  - a. Personnel – Interim Operations Manager Tim Hall
    - i. One trainee started 11/14/16
    - ii. Another trainee is scheduled to start 11/28/16.
    - iii. One applicant has been submitted to APD for a Background Investigation. Results should be available by December 1.

- iv. There are four applicants scheduled for interviews next week, for 1 available position.
- v. Jessica Fox has been promoted to Acting Supervisor status.
- vi. Freda Keyser has been selected as the Communications Training Supervisor.
- b. 911 PSAP Audit
  - i. Tuesday, November 8<sup>th</sup> OM Hall met with Maine 911 Operations Manager Cory Golob to review operating policies.
  - ii. Audit went well; there were 2 areas for improvement.
    - 1. Implement a Call Transfer Policy – This is something already done by the agency, we need to create a policy around the function.
    - 2. Update the TTY Policy to include which stations the monthly TTY checks are performed at to ensure it isn't always performed at the same station.
- c. CIP Requests – presented by Chief LeClair and IT Director McKinley
  - i. Virtual Server Proposal
    - 1. Replace Server for both LA911 site and Disaster Recovery site (located at Auburn City Hall).
      - a. DR site is where data is backed up.
    - 2. Recommendation to implement a 3 year solution.
      - a. This represents 100% of the production equipment.
      - b. Broken into FY18 and FY19
      - c. The goal is to purchase all equipment the first year and work with vendor to pay half the first year and half the second year.
      - d. Total project cost, \$280,000.
    - 3. Ms. Hunter questioned whether we had money earmarked for a virtualization project for FY17. She will check into that and notify the board of her findings.
    - 4. IT Director McKinley advised that the ideal purchase time for the project would be Nov/Dec 2018, as to not waste the maintenance that we've already paid for.
    - 5. Best usable option for reasonable amount of money.
  - ii. Radio Replacement Project
    - 1. Phase 1 – outlined in Chief LeClair's handout, estimated cost \$1,070,000.00
      - a. Goff Hill Tower Replacement
      - b. Fiber Connectivity w/Goff Hill
      - c. Remote Receiver/East Lewiston
      - d. Webber Ave Building Replacement
      - e. Montello St Building Replacement
    - 2. Phase 2 – outlined in Chief LeClair's handout, estimated cost \$1,022,000.00
      - a. Eight full consoles

- b. At this point we will need to decide whether to maintain VHF or upgrade to 800 MHZ and run a cost comparison.
        - c. Fixed equipment
        - d. Microwave system
        - e. Technical specs/operational requirements
        - f. Comments were made regarding NIMS compliance.
        - g. Request financial support from Androscoggin County Sheriff's Department.
      - iii. Both projects approved for submittal to the City Councilors
    - d. Combined City Council Meeting, November 28, 2016 – presented by Chief LeClair
      - i. Memo to Lewiston City Administrator, Edward Barrett and Auburn City Manager, Denis D'Auteuil
        - 1. Update of Interim Staffing
        - 2. Review Fund Balance
        - 3. Webber Avenue Tower site Filtering Solution
        - 4. Microwave Link
        - 5. FY18 LA911 Capital Projects
  - E. IT Director's Report – presented by Drew McKinley
    - a. Updates/Upgrades
      - i. Thursday, November 17, 2016 at 0300
      - ii. Tuesday, November 22, 2016 at 0300
3. Executive Session – Motion at 0840
- A. Vacant Director Position
4. Next meeting will be December 15, 2016 at 0800
5. Public Comment - None
6. Meeting adjourned at 0904