

LEWISTON-AUBURN 911 COMMITTEE

MINUTES

Date: Thursday, June 22, 2017
Time: 0800
Location: Lewiston-Auburn 911 Communications Center

Roll Call

Present- Chief Brian O'Malley, Acting Chief Bruce McKay, Chief Geoff Low, Councilor Leroy Walker, Councilor Tim Lajoie, Pat Mador, Esq.

Staff- Director Paul LeClair, IT Director Drew McKinley, Operations Manager Tim Hall

Secretary- Katie Gallant

Guest-

- A. Meeting called to order by Lewiston Auburn 911 Director, Paul LeClair.
- B. Approval of May 25, 2017 meeting minutes.
 - a. Motion to accept minutes made by Councilor Leroy Walker.
 - b. Seconded by Ms. Pat Mador, Esq.
 - c. All in favor. Motion passes.
- C. Financial Report
 - a. Year to Date Budget Report
 - i. Purchase Orders have been created in order to spend down this year's budget.
 - ii. Staff is projecting LA911 will end the fiscal year with a surplus of \$75,000-\$100,000.
 - 1. There is a large balance in the Health Insurance line due to short staffing over FY17.
 - 2. There is also a large balance in the Telephone line thanks to IT Director McKinley's negotiating skills with Fairpoint.
 - iii. Motion to accept the financial report was made by Councilor Walker.
 - iv. Seconded by Ms. Mador, Esq.
 - v. All in favor. Motion passes.
- D. Director's Report
 - a. The FY18 Budget was adopted by Auburn City Council.
 - b. The proposed Fund Balance Policy was approved.
 - c. Phase I of the Capital Project was also approved.
 - i. Director LeClair and IT Director Drew McKinley have begun some preliminary work regarding the Goff Hill Tower.
 - d. Staffing

- i. We are down to one vacancy. We have advertised and are receiving applications.
 - ii. We have one in training.
 - iii. By the end of June we will be up to 19 full time out of 21 budgeted.
 - iv. Going into the new budget we will have one vacancy plus the Supervisor position that Tim, who is our Interim Operations Manager, was in. We will interview for that position next week.
 - v. Director LeClair attended the NextGen 911 training last week.
 - vi. EFD Training is scheduled for September.
 - vii. Katie and Director LeClair attended a Municipal HR Training in Waterville last week.
- e. Capital Project/Tower Project
- i. Paul has been working with the attorney to draw up an LLC agreement to formalize the financial arrangement between LA911 and the Androscoggin County Sheriff's Department.
 - 1. Sheriff Samson will present the LLC agreement to the County Commissioners and any revisions will be reviewed by our attorney.
 - 2. In July the 911 Committee will vote on the agreement.
 - ii. Paul and Drew met with Sid Hazelton, Superintendent of the Auburn Water District to discuss the location of the tower.
 - 1. Sid will present the plan when he meets with the trustees. He does not foresee any issues.
 - 2. Our Attorney recommends we have a lease agreement with the Auburn Water District.
 - iii. There was also a meeting with the Auburn Plan Review Committee.
 - 1. The opinion of the City of Auburn is that the tower build will not have to go before the Planning Committee because it is considered municipal use, therefore only internal approval is required.
 - 2. Director LeClair will request confirmation in writing from the planner.
 - 3. A community meeting will be held with the neighborhood in the event that they may have any concerns and to be sure that we are open about the process.
 - iv. TUSA and Dirigo Wireless have been working with us in the structuring of this project.
 - 1. We would like to hire Mark Davis, from Dirigo Wireless, as project manager, to develop the RFP, and vendor work.
 - 2. We would need to send the tower construction out to bid.
 - a. The \$67,000 cost estimate is part of the capital proposal and not in addition to.
 - 3. We are requesting to waive the bid process and sign a contract for services agreement with Dirigo Wireless.
 - a. Paul spoke with Finance Director Heather Hunter and she recommended the LA911 Committee vote to waive

