

LEWISTON-AUBURN 911 COMMITTEE

MINUTES

Date: Thursday, February 23, 2017
Time: 0800
Location: Lewiston-Auburn 911 Communications Center

Roll Call

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

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

Guest-

- A. Meeting called to order at 0800 by Lewiston Auburn 911 Committee Chair, Chief Paul LeClair.
- B. Approval of January 19, 2017 meeting minutes
 - a. Motion to accept minutes made by Chief Phil Crowell.
 - b. Seconded by Finance Director Heather Hunter.
 - c. All in favor. Motion passes.
- C. Financial Report
 - a. Year to Date Budget Report
 - i. Secretary Katie Gallant explained the overage of the Overtime, Maintenance and Licensing, and Legal Fees line items.
 - ii. Overtime will likely continue the over budget trend through the end of the fiscal year until all of our trainees have completed training and are signed off.
 - 1. Personnel were discussed; we currently have one trainee due to sign off this week. Two more trainees are progressing well. That still leaves one supervisor position and the modified lobster position vacant.
 - iii. Maintenance and Licensing will balance out as fees are reimbursed to us by respective agencies.
 - iv. Legal Fees will return to well under budget after the misposting is reversed and posted to the Insurances line item.
 - v. Receipts for the Interim Director's stipend will be requested.
 - vi. Motion to accept the financial report was made by Chief Brian O'Malley.
 - vii. Seconded by Chief Geoff Low.
 - viii. All in favor. Motion passes.

- b. Fund Balance Policy
 - i. Chief LeClair presented the fund balance policy draft with revisions. It was advised by City Managers Ed Barrett and Denis D’Auteuil that the Lewiston Auburn 911 Committee accept the fund balance policy with revisions to present before both city councils.
 - ii. Motion to accept made by Chief Crowell.
 - iii. Seconded by Councilor Leroy Walker.
 - iv. All in favor. Motion passes. Thank you to Ms. Hunter for drafting the policy.
- c. FY18 Budget Review
 - i. The only change made to the FY18 Budget draft was to carry forward a fund balance to reduce the budget increase to zero.
 - ii. Ms. Hunter verified that the use of the fund balance would keep us within the parameters of the fund balance policy (approximately 9.3%).
 - iii. Ms. Hunter noted that there would still be discussion regarding funding of the proposed Virtualization Project. The two options being discussed are acquiring a 3 year lease/purchase, or using funds from the fund balance.
 - iv. Ms. Hunter will prepare a fund balance report to Chief LeClair before the next joint council meeting.
 - v. Motion to accept the FY18 Budget draft with fund balance revision was made by Ms. Hunter.
 - vi. Seconded by Councilor Walker.
 - vii. All in favor. Motion passes.
- D. Director’s Report
 - a. Chief LeClair has been requested by the City of Lewiston to continue Fire Department contract negotiations after he becomes the Lewiston Auburn 911 Director, until negotiations are over.
 - b. The committee approves.
- E. IT Director’s Report
 - a. Nothing to report at this time.
- F. Executive Session
 - a. Motion to move into executive session made by Ms. Hunter.
 - b. Seconded by Chief Low.
 - c. All in favor. Executive session begins at 0810.
 - d. It has been approved for Tim Hall and Katie Gallant to continue in their respective interim positions through the end of FY17 (June 30, 2017). Motion – Councilor Walker, Second – Chief O’Malley.
 - i. Ms. Gallant will revise the Interim Operations Manager and Interim Office Manager agreements.
 - e. It has been approved for Director LeClair to reach out to the Lewiston Auburn 911 Union regarding the sick leave policy and to begin negotiations for the next bargaining agreement.
- G. Next meeting will be Thursday, March 16, 2017 at 0800.

- H. No Public Comment
- I. Adjournment
 - a. Motion to adjourn made by Councilor Walker.
 - b. Seconded by Chief O'Malley.
 - c. All in favor. Meeting adjourned at 0820.