

## LEWISTON-AUBURN 911 COMMITTEE

### MINUTES

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Date: Thursday, April 20, 2017  
Time: 0800  
Location: Lewiston-Auburn 911 Communications Center

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#### Roll Call

*Present-* Chief Phil Crowell, Chief Brian O'Malley, Acting Chief Bruce McKay, Finance Director Heather Hunter, Councilor Leroy Walker, Assistant Chief Tim Allen

*Staff-* Director Paul LeClair, IT Director Drew McKinley, Support Specialist Matt Charest

#### *Guest-*

- A. Meeting called to order by Lewiston Auburn 911 Director, Paul LeClair.
- B. Approval of March 23, 2017 meeting minutes.
  - a. Motion to accept minutes made by Finance Director Heather Hunter.
  - b. Seconded by Councilor Leroy Walker.
  - c. All in favor. Motion passes.
- C. Financial Report
  - a. Year to Date Budget Report
    - i. Regular Salaries should offset Overtime overages.
    - ii. 911's Fund Balance is going to Lewiston's Council on May 2<sup>nd</sup>.
    - iii. Need to vote on possible funding of Capital Project Phase 1 with Fund Balance at the Committee level.
    - iv. Director LeClair ran through the budget report with the Committee.
    - v. Lewiston will bill LA911 for outstanding Principal and Interest. Director LeClair will ask Katie to reach out to Auburn for a bill for their share.
    - vi. Motion to accept the financial report was made by Councilor Walker.
    - vii. Seconded by Finance Director Hunter.
    - viii. All in favor. Motion passes.
- D. Director's Report
  - a. Budget review is tentatively scheduled with Auburn on Monday, May 22, 2017.
  - b. Trainings scheduled

- i. Communication Van Training – Supervisors. 1 week in May and 1 week in June.
  - ii. Corporal Cavanaugh from LPD will conduct Critical Incident Training with dispatchers.
  - iii. In the first week of May, eight employees will be attending the NENA Conference. It is a three day seminar.
  - iv. Katie and Tim are attending Workers Comp Compliance Training in Augusta.
  - v. Scheduling a tour for the Cumberland County Communications Center to see how they are managing with the Emergency Fire Dispatch that we are going to be adopting and going to training for.
  - vi. Director LeClair will be going to MCJA for EMD training in May.
- c. Staffing
- i. We currently have 16 full time out of 21 budgeted positions filled.
  - ii. We have two in training. One is ready to sign off in the next couple of weeks, the second trainee is going to need some additional time.
  - iii. By the end of June we will be up to 18 full time out of 21 budgeted.
  - iv. We've made a job offer for the 19<sup>th</sup> position. 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 fill that Supervisor position once the FY18 budget is adopted.
  - v. We have increased our part time staff up to six.
  - vi. We are doing well staffing wise. We currently have a lot less forced overtime.
- d. Capital Project/Tower Project
- i. On Monday, April 19<sup>th</sup>, Director LeClair and IT Director McKinley met with Dirigo Wireless, and Androscoggin County Sheriff's Department. Androscoggin County would like to buy in one-third ownership of project as opposed to renting a space on the Tower. They don't want to find themselves in a position where they are no longer allowed to rent a space on the tower.
  - ii. It was asked if we could make revenue renting out additional space on the tower. Dirigo Wireless does not recommend it. Our tower will not be tall enough to manage excessive traffic.
  - iii. Finance Director Hunter recommends to fund the first phase of the Virtualization Server Project by fund balance in lieu of bond or lease-purchase, to bring fund balance below our 10% ceiling.
  - iv. Phase two funding will be decided when we are closer to the FY19 budget year.

v. Motion to Fund phase one of the Virtual Server project through fund balance.

vi. Approved.

E. IT Director's Report

a. None

F. Executive Session

a. No executive session.

G. Next meeting will be Thursday, May 25, 2017 at 0800.

H. No Public Comment

I. Adjournment

a. Meeting adjourned.