

LEWISTON-AUBURN 911 COMMITTEE

MINUTES

Date: Thursday, May 25, 2017
Time: 0800
Location: Lewiston-Auburn 911 Communications Center

Roll Call

Present- Chief Brian O'Malley, Acting Chief Bruce McKay, Finance Director Heather Hunter, Councilor Leroy Walker, 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 April 20, 2017 meeting minutes.
 - a. Motion to accept minutes made by Ms. Pat Mador, Esq.
 - 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. LA911 is expecting to end the fiscal year with a surplus of \$36,000-\$40,000.
 - iii. Projects planned before the end of the fiscal year.
 - 1. Replacing the ceiling tiles and painting the center.
 - 2. Order and install radios at ASO for back-up. Additional radios for LA911 Center.
 - 3. Purchase Power DMS for CALEA.
 - iv. Motion to accept the financial report was made by Councilor Walker.
 - v. Seconded by Ms. Mador, Esq.
 - vi. All in favor. Motion passes.
- D. Director's Report
 - a. Budget review is scheduled with Auburn on Monday, May 22, 2017.
 - i. Items to discuss will be, the operational budget, the Capital Project, the Fund Balance Policy, review the request to use the fund balance to achieve a 0% increase in the FY18 budget and to fund Phase I of the Tower Project.
 - b. Auburn's budget vote is scheduled for Monday, June 5, 2017.

- c. Staffing
 - i. We are down to one vacancy. We have advertised and are receiving applications.
 - ii. We have two in training. One is ready to sign off in the next couple of weeks, the second trainee has been here for two weeks.
 - 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 fill that Supervisor position once the FY18 budget is adopted.
 - v. We have 3 part time staff.
 - vi. We are doing well staffing wise. We currently have a lot less forced overtime.
- d. Capital Project/Tower Project
 - i. Over the next month Paul and Drew will work on some pre-project planning for the Tower project.
 - 1. Check in with the Auburn Planning Board.
 - 2. Heather advises requesting the engineering contract from Norm.
 - ii. Androscoggin County Sheriff has submitted a request to the County Board to fund one-third of the Tower Project. We will wait on the agreement between the Center and the County until the Sheriff notifies us of approval.
 - 1. If the County Council approves the Capital Project LA911 would receive reimbursement in the amount of one-third costs over 5 years.
 - 2. If the Capital Project is not approved, the County may be able to rent space on the Tower. In which case we could adapt the lease template from the St. Mary's lease agreement.
 - iii. Ms. Hunter recommended reaching out to MMA for some legal help on creating the Tower partnership agreement.
- e. CALEA
 - i. Operations Manager Tim Hall advises that the CALEA files are very close to current and will soon schedule a mock assessment to prepare the Center for the official CALEA assessment in October 2017.
- f. Voluntary Benefit
 - i. CBU Benefits has reach out to LA911 to offer voluntary benefits to employees. There will be no cost to the Center.
 - ii. Ms. Hunter recommended that HR/Office Manager Katie Gallant reach out to Finance in Auburn and ask if there is a fee or minimum requirement associated with creating a new payroll deduction for the Center.
- E. IT Director's Report
 - a. Dirigo Wireless will be installing and programming two radios at ASO for LA911 back-up.
 - b. The Communications Van training is completed and documented.

- c. There will be an extensive IMC upgrade in June.
- F. Executive Session
 - a. Ms. Hunter Moved to go into executive session at 08:20, seconded by Chief O'Malley.
 - b. Chief O'Malley moved to end executive session at 08:25, seconded by Ms. Mador, Esq.
- G. Next meeting will be Thursday, June 22, 2017 at 0800.
- H. No Public Comment
- I. Adjournment
 - a. Ms. Hunter made the motion to adjourn the meeting, seconded by Ms. Mador, Esq.
 - b. Meeting adjourned at 08:30.