

LEWISTON-AUBURN 911 COMMITTEE

MINUTES

Date: Thursday, August 16, 2018
Time: 0800
Location: Lewiston Auburn 911 Conference Room

Roll Call:

Present- Chief Brian O'Malley, Chief Phil Crowell, Deputy Chief Jason Moen, Chief Brian Stockdale, Finance Director Heather Hunter, Ms. Pat Mador, Esq., Councilor Leroy Walker, Citizen-at-large Paul Robinson

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

Secretary- N/A

Guest(s)-

Meeting called to order by Lewiston Auburn 911 Director, Paul LeClair at 08:02.

Approval of Minutes: July 19, 2018, meeting minutes.

- Motion to accept minutes made by Chief Phil Crowell, seconded by Pat Mador, Esq. Finance Director Heather Hunter abstained.
- All in favor. Motion passes.

Executive Session:

- Motion to enter into executive session made by Ms. Mador, Esq., seconded by Finance Director Hunter.
- Motion to exit executive session made by Chief Crowell, seconded by Chief Brian O'Malley.

Financial Report:

FY18 Budget Year End Update

- Director LeClair presents the FY18 yearend financial report through period 12. Will run again through period 13 for the next meeting.

FY19 Budget Update

- We are short on employees so we are trending over in the overtime budget line.
- Finance Director Hunter made a motion to table the financials until the September meeting, seconded by Ms. Mador, Esq.
- All in favor, motion passes.

FY18 Capital Project Review

- The only outstanding project is planting the trees out on Webber Ave. Project should be completed by the second week in September. All other projects have been completed.
- Ended the project with \$216,000 remaining which has been rolled to the FY19 Capital Project to reduce each cities funding by \$108,000.

FY19 Capital Project Review and Committee Action

- Director LeClair presented the projects for the FY19 Capital Plan.

Director's Report:

RFP for Consoles and Radio System

- Recommendation by Director LeClair is to go out to bid for the Console Furniture and Radio System at the same time. The RFP should be worded to the effect that the financing for the Radio System has not yet been approved, that project is for FY20. The funding for the Console Furniture has been approved.
- Director LeClair requests Committee authorization to pursue an RFP development agreement with TUSA Inc. that would seek bid proposals for both the Communications Center Radio Consoles and an 800 MHz Radio System.
- Motion to table the RFP made by Finance Director Hunter, seconded by Ms. Mador, Esq.
- All in favor, motion passes.

Negotiations

- Director LeClair requests Committee authorization to execute a new labor agreement with the Dispatcher Unit provided no changes are made to the document.
- Motion to authorize Director LeClair to execute a new labor agreement with the Dispatcher Unit provided no changes are made to the document made by Councilor Leroy Walker, seconded by Chief O'Malley. Chief Crowell abstained.
- All in favor, motion passes.

- Motion to approve 2% COLA wage increase for non-union members made by Finance Director Hunter, seconded by Councilor Walker.
- All in favor, motion passes.

Verizon Lease Agreement

- Director LeClair requests Committee authorization to execute the Verizon Lease at the Gracelawn Site in Auburn.
- Motion to approve the Verizon Lease Agreement made by Chief Crowell, seconded by Councilor Walker.
- All in favor, motion passes.

Personnel Update

- Operations Manager Tim Hall presents updates on vacancies and hiring efforts.
- Four current vacancies, one of which is a supervisor position on evenings. Currently being filled by overtime.
- One person in training, will be signed off soon. Brings us down to three vacancies.
- One candidate in the background process. An experienced dispatcher. Should not take long to sign off from training.
- The job ad is currently posted and we are receiving applications.

IT Director's Report:

- Nothing to report.

Operations Manager's Report

- Nothing to report.

Next meeting:

- Thursday, September 20, 2018, at 08:00.

Public Comment:

- No public comment.

Adjournment:

- Councilor Walker moves to adjourn the meeting, seconded by Ms. Mador, Esq.

- Meeting adjourned at 08:46.