

# LEWISTON-AUBURN 911 COMMITTEE

## MINUTES

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Date: Thursday, September 20, 2018  
Time: 0800  
Location: Lewiston Auburn 911 Conference Room

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### Roll Call:

*Present-* Chief Brian O'Malley, Chief Jason Moen, Assistant Chief Bruce McKay, Finance Director Heather Hunter, Ms. Pat Mador, Esq., 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 08:00.

Approval of Minutes: August 16, 2018, meeting minutes.

- Motion to accept minutes made by Pat Mador, Esq., seconded by Chief Jason Moen.
- All in favor. Motion passes.

### Executive Session:

- No executive session.

### Financial Report:

#### FY18 Year End Financial Report

- Finance Director Heather Hunter presents the unaudited year-end financial report for FY2018.
- The adherence to the Fund Balance Policy was discussed.
- Motion to accept the unaudited FY18 financial report made by Chief Moen, seconded by Citizen-at-large Paul Robinson.
- All in favor. Motion passes.

#### FY18 Budget Report – Follow Up

- Director LeClair presents the period 13 budget report for FY18.
- Motion to accept the budget report made by Ms. Mador, Esq., seconded by Chief Moen.
- All in favor. Motion passes.

#### FY19 Budget Update

- We are currently short staffed which translates to an increase in the overtime budget line.
- License and Maintenance is also trending high. This will regulate once all agencies have reimbursed LA911 for their costs of the annual licensing.
- Motion to accept the FY19 budget update made by Finance Director Hunter, seconded by Chief Moen.
- All in favor, motion passes.

#### FY18 Capital Project Review

- All 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.
- Motion to accept the FY18 Capital Project review made by Ms. Mador, Esq., seconded by Chief Moen.
- All in favor, motion passes.

#### FY19 Capital Project Review and Committee Action

- The Committee approved Director LeClair's request to work with City of Lewiston Purchasing Agent Alan Ward on RFPs for Consultant Services to develop Radio System Bid Specifications and the Communications Equipment Shelter at the City of Lewiston Landfill Site.
- Director LeClair reviewed each of the projects encompassed by the FY19 Capital Project.
- The Dirigo Wireless contracts and performance bonds are complete for the Microwave projects.
- No need for motion.

#### Director's Report:

#### Personnel Update

- IT Support Specialist, Matt Charest has resigned his position here at LA911. The vacancy has been posted.
- Our one Telecommunicator trainee has signed off.
- Two job offers had been made in August for the open Telecommunicator positions. One of which will begin training in mid-October.
- We held another round of interviews in September and made two job offers. One was accepted.
- The job ad was reposted for the one remaining vacancy.
- The Center will continue to have three vacancies for a minimum of three months while the new hires are in training.

IT Director's Report:

- Nothing to report.

Operations Manager's Report

- Director LeClair and Operations Manager Tim Hall attended an informational meeting hosted by the ESCB PUC regarding the push for Police Protocols.

Next meeting:

- Thursday, October 18, 2018, at 08:00.

Public Comment:

- No public comment.

Adjournment:

- Chief Brian O'Malley moves to adjourn the meeting, seconded by Mr. Robinson.
- Meeting adjourned at 08:39.