

# LEWISTON-AUBURN 911 COMMITTEE

## MINUTES

---

---

Date: Thursday, November 15, 2018  
Time: 0800  
Location: Lewiston Auburn 911 Conference Room

---

---

### Roll Call:

*Present-* Chief Brian O'Malley, Chief Robert Chase, Chief Jason Moen, Finance Director Heather Hunter, Councilor Leroy Walker, Councilor Michel Lajoie, Citizen-at-large Paul Robinson

*Staff-* Director Paul LeClair, IT Director Drew McKinley

*Secretary-* Katie Gallant

*Guest(s)-* Pvt. Brian Martin

Meeting called to order by Lewiston Auburn 911 Director, Paul LeClair at 07:58.

Approval of Minutes: October 25, 2018, meeting minutes.

- Motion to accept the October minutes made by Councilor Leroy Walker, seconded by Chief Jason Moen.
- All in favor. Motion passes.

### Executive Session:

- No executive session.

### Financial Report:

#### FY19 Budget to Date Review

- The FY19 year to date budget is reviewed by Katie Gallant, highlighting the higher percentage expended lines.
- Motion to accept the FY19 budget report made by Councilor Lajoie, seconded by Councilor Walker.
- All in favor. Motion passes.

#### FY19 Capital Project Review

## 800MHz Radio Engineering Services

- Director LeClair updated the committee on the initial meeting with Norm Boucher, the consultant from Communications Design Consulting Group. The initial meeting was very productive and a tentative timeline was set. The first draft of the RFP will be sent to Director LeClair by Thanksgiving and possibly published in December. The RFP will stay open to bids for 30-45 days.
- The Radio Project Selection Committee will be comprised of Chief Moen, Chief Stockdale, Councilor Lajoie, Citizen-at-large Paul Robinson, Director LeClair, IT Director Drew McKinley, and Operations Manager Tim Hall. Pvt. Brian Martin requested to be cc'd on meeting dates.
- Mr. Boucher will provide a scoring sheet/grading matrix for the Radio Project Selection Committee to rate all bids received for the project.
- Director LeClair will clarify if Mr. Boucher will prescreen the bids to ensure they meet the minimum requirements of the RFP.

## Communications Equipment Shelter

- The bid for the communications equipment shelter at the Lewiston Landfill site was awarded to Greenwood Mountain Communications in the amount of \$181,015.00. The contract has been signed.

## FY20 LCIP Project Review

- Director LeClair completed all FY20 Capital Project forms and submitted them to Finance Director Heather Hunter.

## Director's Report:

### Personnel Update

- There are currently two employees in training.
- One of the part-time employees has come back to work full-time. This fills all available openings.
- The conditional offer of employment has been accepted by the IT Support Specialist candidate.
- The Telecommunicator's have presented an alternate schedule that we will implement on a trial basis starting January 2019. If the schedule is successful we will sign an MOU with the Union.

## Verizon Lease Agreement

- Verizon has submitted an application for a building permit at the Gracelawn Tower site. Approval will trigger the lease payments to begin.

IT Director's Report:

- Nothing to report.

Operations Manager's Report

- Nothing to report.

Next meeting:

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

Public Comment:

- No public comment.

Adjournment:

- Councilor Walker moves to adjourn the meeting, seconded by Councilor Lajoie.
- Meeting adjourned at 08:25.