

LEWISTON-AUBURN 911 COMMITTEE

MINUTES

Date: Thursday, June 20, 2019
Time: 0800
Location: LA911 Communications Center

Roll Call:

Present- Chief Jason Moen, Chief Brian O'Malley, Chief Brian Stockdale, Finance Director Heather Hunter, Councilor Leroy Walker,

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

Secretary- Katie Gallant

Guest(s)-

Meeting called to order by Lewiston Auburn 911 Director, Paul LeClair at 08:00.

Approval of Minutes: May 16, 2019, meeting minutes.

- Motion to accept the January minutes made by Councilor Walker, seconded by Chief Moen.
- Four in favor, zero against, Finance Director Hunter abstained. Motion passes.

Executive Session:

- No executive session

Financial Report:

FY19 Budget to Date Review

- Director LeClair informed the committee that he expects the Center to end the FY19 fiscal year with an approximate \$35,000 surplus. This does not include the revenue from Verizon for the rental of tower space.
- Motion to approve the FY19 year to date budget review made by Councilor Walker, seconded by Chief Moen.
- All in favor. Motion passes.
- Director LeClair requested approval of a 2.5% Cost of Living Adjustment for non-union employees as proposed in the FY20 budget.
- Finance Director Hunter moves to approve the increase, seconded by Chief Moen.
- All in favor. Motion passes.

Capital Project Review

- FY19 :
 - The Dispatch Radio Consoles project was included as part of the 800 MHz Radio System Project RFP. Negotiations with EF Johnson will occur in the later part of July. The quoted contract price for the Consoles is \$260,000. The remaining \$240,000 of FY19 Capital funds will be retained for the FY20 Radio System project.
 - The Console Furniture project has gone out to bid and we are currently negotiating the contract with Eaton Company. Replacement of the furniture will be timed with the replacement of the radio consoles and Consolidated Communication's upgrade of the 911 system. This is estimated to take place in January - February of 2020.
- Finance Director Hunter requested estimated dates of expenditure in order to bond the money.
- Radio System contract negotiations has been scheduled with the Center's attorney the week of June 24th.
- The 800 MHz frequency acquisition project is complete.
- Microwave connectivity Project(s) is near completion. Three of the four project's purchase orders have been closed. The Shredder site purchase order will remain open pending the Landfill Tower project completion.
- Landfill Communications Shelter Project is complete.

- The Radio Project RFP is complete with a \$5,000 surplus. The Director recommends that \$2,000 of that be used to retain Norm Boucher's services to consult through the design review process of the Radio Project RFP.
- Chief Moen made the motion to accept the FY19 Capital Project report, seconded by Councilor Walker.
- All in favor. Motion passes.

Director's Report:

- The new hire, Jeffrey Burt, began training on June 3, 2019. He has completed EMD, EFD, ETC, and NextGen training at the Academy.
- Director LeClair notes that a "start-up" company inquired about leasing space on one of the Center's towers. The Committee will not pursue this request.

IT Director's Report:

- The Server Project is complete. The approximate \$9,000 remaining balance will be returned to the Cities.
- There will be an IMC update the week of June 24th.
- The FBI audit at APD and LPD went well and a few minor recommendations will be implemented.

Operations Manager's Report: Director LeClair

- The Center is currently in a four-year on-site review cycle with CALEA. The one-year annual off-site assessment has been completed and the Center is compliant.

Next meeting:

- Thursday, July 18, 2019, at 08:00.

Public Comment:

- No public comment.

Adjournment:

- Chief Moen moves to adjourn the meeting, seconded by Councilor Walker.
- Meeting adjourned at 08:23.