

# LEWISTON-AUBURN 911 COMMITTEE

## MINUTES

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Date: Thursday, October 17, 2019  
Time: 0800  
Location: LA911 Communications Center

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### Roll Call:

*Present-* Chief Jason Moen, Chief Brian O'Malley, Chief Brian Stockdale, Finance Director Heather Hunter, Councilor Leroy Walker, Councilor Michel Lajoie, and Patricia Mador, Esq.

*Staff-* Director Paul LeClair, 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: August 15, 2019, meeting minutes.

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

Executive Session: Personnel Issue

- Motion to enter Executive Session made by Councilor Lajoie, seconded by Ms. Mador, Esq.
- All in favor. Entered into Executive Session at 08:01.
- Motion to exit Executive Session made by Chief Chase, seconded by Councilor Walker.

- All in favor. Exited Executive Session at 08:10.

### Financial Report:

#### FY19 Year End Review

- Finance Director Hunter presented the unaudited FY19 year-end financial statement.
- The auditors are at City of Lewiston this week so she does not expect any changes.
- Motion to approve the FY19 year-end budget review made by Councilor Lajoie, seconded by Councilor Walker.
- All in favor. Motion passes.

#### FY20 Year to Date Review

- Director LeClair presented the FY20 year to date review to the committee. Expenditures are in line with this time of year.
- Finance Director Hunter asked if we are charging the outside agencies for the IT services we provide them. Director LeClair assured her we are.
- Motion to approve the FY20 year to date budget report made by Chief Moen, seconded by Councilor Walker.
- All in favor. Motion passes.

#### FY20 Capital Project Review

- Director LeClair advised the committee that the radio consoles and the console furniture is scheduled to be installed the last week in January 2020.
- Chief O'Malley shared that he had been approached by Bates College asking if they would be able to purchase mobile radios to be able to communicate with LPD in the event of an emergency. Chief Moen expressed that he anticipates Central Maine Community College will also be inquiring about this. It was suggested that we check with other agencies and see how they manage their local colleges and frequency access. Director LeClair will reach out to EF Johnson to inquire the logistics of adding additional agencies to our frequencies. It was recommended that the agency Chiefs would need to establish rules for access and use.
- Motion to accept the FY20 Capital Project Review made by Councilor Walker, seconded by Finance Director Hunter.
- All in favor. Motion passes.

#### Fire Alarm Box Alerting

- Director LeClair presented the recommendation for replacing the digitizer. RB Allen is the Sole source distributor in New England for Digitize Systems. After numerous negotiations with RB Allen, IT Director McKinley has secured a quote to equip three stations with access to the digitizer boxes for the previously approved \$75,000. It will be an additional \$15,000 for an additional receiver and to provide access to a fourth station.
- Finance Director Hunter inquired if RB Allen would include the first 6 months of software licensing in the quote and put us on a fiscal year cycle for the annual software agreement.
- Motion to approve the RB Allen quote as is with the caveat that IT Director McKinley will inquire about the software agreement made by Finance Director Hunter, seconded by Chief Moen.

#### FY2021 Capital Request

- No projects in line for FY21 nor FY22. FY23 capital planning for server project replacement and FY24 placeholder for Communications Center upgrade. Chief Moen suggested that the upgrade be pushed out to FY25 giving it another year but still keeping it in the five-year plan.
- Finance Director Hunter suggested targeting fund balance for the server project. Director LeClair had planned to use fund balance to help fund the \$133,000 radio licensing that we will have to start paying for in a couple years. Finance Director Hunter advised that fund balance is not intended to be used for operational budget items. She instead suggested that we encumber the \$9,400 surplus from the FY19 Maintenance and Licensing line to help offset the impact.
- Finance Director Hunter made the motion to accept the FY21 and five year plan Capital Project request, seconded by Councilor Walker.
- All in favor. Motion passes.
- Finance Director Hunter will adjust the FY19 year-end financial statement encumbering the \$9,400 from the Maintenance and Licensing line to a PO to EF Johnson dated 06/2109.
- Motion to accept the FY19 financial statement changes made by Councilor Walker, seconded by Ms. Mador, Esq.
- All in favor. Motion passes.

#### Director's Report:

- Director LeClair informed the committee that we currently have four vacancies. We have given one conditional offer that has been accepted and Lewiston PD is in the process of her background check. We are looking to hire two more people. Finance Director Hunter

inquired whether we could post openings on the National 911 site. Operations Manager Hall confirmed that we can. She also suggested Craig's List. Director LeClair said we would look into that.

- The trainee is expected to be out of training by mid-November.
- Auburn Water and Sewer District contacted us to ask if we could manage their after-hours emergency calls as their current answering service contract expired. The after hours are 4:00 pm to 8:00 am. Operations Manager Hall and the AWSD Director have drafted an SOP and so far we have taken approximately six calls. Director LeClair recommends that AWSD sets up an auto-attendant that will ring to us when the emergency option is selected. He also advised that the previous answering service charged \$65 per month but recommends that we charge \$25 per call dispatched. Councilor Walker added that there should be a \$100 minimum monthly charge. Director LeClair will bring the recommendation to the AWSD.
- Motion to accept the Director's report was made by Finance Director Hunter, seconded by Councilor Walker.
- All in favor. Motion passes.

IT Director's Report:

- No Report.

Operations Manager's Report: Director LeClair

- No Report.

Next meeting:

- Thursday, November 21, at 08:00.

Public Comment:

- No public comment.

Adjournment:

- Councilor Walker moves to adjourn the meeting, seconded by Ms. Mador, Esq..
- Meeting adjourned at 08:50.