

LEWISTON-AUBURN 911 COMMITTEE

MINUTES

Date: Thursday, August 20, 2020

Time: 0800

Location: Zoom

Roll Call:

Present- Chief Jason Moen, Chief Brian O'Malley, Chief Brian Stockdale, Chief Robert Chase, Finance Director Heather Hunter, Councilor Leroy Walker, Councilor Michel Lajoie, Patricia Mador, Esq., and citizen-at-large Wayne Werts

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

Secretary- Katie Gallant

Guest(s)- Pvt. Brian Martin

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

Approval of Minutes:

- Motion to approve the June 18, 2020, Zoom meeting minutes was made by Ms. Mador, Esq. Motion seconded by Councilor Lajoie.
- All in favor. Motion passes.

Executive Session: N/A

Financial Report:

FY2020 YTD Budget Update

- The FY2020 Year-to-Date budget is presented by Director LeClair. The Director estimates that the Center ended FY2020 at close to a 97% expenditure.

- Finance Director Hunter moves to accept the FY2020 budget report as presented by Director LeClair. The motion is seconded by Councilor Walker.
- All in favor. Motion passes.

FY2021 Budget Report

- Director LeClair reported that other than salaries there was very little spending for July.
- Finance Director Hunter recommended to curtail spending for the first quarter.
- Motion to approve the FY2021 Budget Report made by Ms. Mador, Esq., seconded by Chief Chase.
- All in favor. Motion passes.

FY2020 Capital Project Update

- Director LeClair informed the Committee that he has approved the Radio “System Acceptance” phase of the project. Installation is the next step.
- The Radio System budget is on target.
- The Fire Alarm Box project was completed at approximately \$5,000 under budget.
- Katie will update the FY2020 Capital spreadsheet.
- Motion to accept the FY2020 Capital Project Report made by Chief Chase, seconded by Councilor Walker.
- All in favor. Motion passes.

Director’s Report:

Personnel

- We have made a conditional offer of employment to one applicant. Most of the Academy training will be done remotely.
- We are scheduled to interview another applicant next week. She has prior experience. The training for this candidate would be greatly reduced as she already has all of her Academy certifications.
- We currently have 1 part-time employee.

IT Director’s Report:

Radio Project

- IT Director McKinley advised the Committee that the Tower site equipment has arrived and been placed.
- Dirigo Wireless is completing the mobile radio installs.
- The project continues to be on schedule and within budget.
- We are working out the details for the “train the trainer” training.
- There was some discussion regarding 14 green radios that arrived as part of the ordered radios. Chief O’Malley would like them swapped for black radios. The discussion will move internally between the Chiefs.

Operations Manager’s Report: N/A

Next meeting:

- The next meeting will be Thursday, September 17, 2020, at 08:00.

Public Comment:

- No public comment.

Adjournment:

- Motion to adjourn made by Councilor Lajoie, seconded by Ms. Mador, Esq.
- Meeting adjourned at 08:18.