

LEWISTON-AUBURN 911 COMMITTEE

MINUTES

Date: Thursday, October 15, 2020

Time: 0800

Location: Zoom

Roll Call:

Present- Chief Stockdale, Chief O'Malley, Patricia Mador, Esq., Finance Director Heather Hunter, Councilor Michael Lajoie, and Chief Chase

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

Secretary- Katie Gallant, absent

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 September 17, 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:

FY2021 YTD Budget Update

- Director LeClair reviewed FY21 budget, two categories are over what would be expected this time of year: Overtime and Maintenance/Licensing. Overtime typically

runs over budget and is off set by regular salaries due to current vacancies. Maintenance/Licensing is not reflective of agencies being billed.

- Motion to accept the FY2021 budget report was made by Finance Director Hunter. Seconded by Councilor Lajoie.
- All in favor. Motion passes.

FY22 Capital Review:

- Director LeClair presented the 5 year capital plan for approval to submit to both City Councils for consideration.
- FY23 Server Refresh project.
- FY25 HVAC Replacement for the Operations floor.
- FY26 Communications Center Replacement
- Motion to approve the 5 year capital plan made by Chief Chase. Motion seconded by Ms. Mador, Esq.
- All in favor, motion passes.

FY22 Operational Budget discussion.

- Director LeClair briefed the Committee on considerations for the operational budget being prepared for FY22. The Center will enter into negotiations with the Union in the Spring of 2021 as the current Contract is set to expire in June of 2021.
- Discussion on retention, replacement, or abandonment of CodeRed as our emergency mass notification system. Director LeClair shared with the Committee the cost will range from \$8,000.00 for a one year renewal with some savings realized if the contract is renewed for multiple years. Director LeClair shared that Operations Manager Hall had a discussion with the Androscoggin County EMA Director regarding the feasibility of a partnership for continuing the program; at this time it is unlikely as her budget has already been approved (calendar year). Operations Manager Hall shared that we have utilized the CodeRed system 5 times since implementation and the connection rate varied between 13% and 32%, meaning we are not achieving the reach we had hoped for. Operations Manager Hall shared that we can explore other options but that many agencies are simply relying on the power of social media at this point. Chief Chase agreed it makes sense to explore alternatives that would achieve greater community reach, such as utilization of IPAWS through emergency management. Chief O'Malley had concerns about eliminating it, or a replacement of it, without a good alternative, understands the reach of social media but questions who is going to post such messages when all his Officers and Commanders are actively involved in an incident. 9-1-1 staff will

explore all options and prepare a summary for the Committee for the November meeting.

- Director LeClair requested approval from the Committee to approach outside agencies to pursue written agreements related to IT services. Committee was in agreement.
- Director LeClair shared with the Committee that the Admin HVAC system is in need of replacement in the immediate future.
- Director LeClair shared with the Committee that his current employment contract ends February 28, 2022 and it is his intent to retire at that time.

FY20 Year End Review:

- Finance Director Hunter explained the unaudited FY20 year end review.
- Motion to accept FY20 Year end Review made by Chief Chase. Motion seconded by Ms. Mador, Esq.
- All in favor, motion passes.

Director's Report:

Personnel

- Director LeClair shared that we recently had an employee resign to take another position. We are currently conducting interviews and plan to hire two employees. We have one employee currently in training.

IT Director's Report:

Radio Project

- IT Director McKinley updated the committee on the progress of the radio system, the project remains on time and adjustments are ongoing.
- IT Director McKinley advises the train the trainer sessions are scheduled for the last week of October for the Fire Departments and the first week of November for the Police Departments.
- Director LeClair, IT Director McKinley, and Operations Manager Hall will be setting up meetings next week with the Police and Fire Chiefs to discuss radio system implementation.
- An Internet Service Provider has expressed interest in locating equipment on the Webber St tower, Director LeClair recommends putting together an RFD to gauge interest and present to the Committee for a determination. Committee was supportive

and Director LeClair will begin to work with Lewiston's purchasing officer, Allen Ward, to develop the RFP.

Operations Manager's Report: N/A

Next meeting:

- The next meeting will be Thursday, October 15, 2020, at 08:00.

Public Comment:

- No public comment.

Adjournment:

- Motion to adjourn made by Councilor Lajoie, seconded by Ms. Mador, Esq.
- All in favor, motion passes.