

# LEWISTON-AUBURN 911 COMMITTEE

## MINUTES

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Date: Thursday, December 17, 2020

Time: 0800

Location: Zoom

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### Roll Call:

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

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

*Secretary-* Katie Gallant

*Guest(s)-* Brian Martin

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

### Approval of Minutes:

- Motion to approve the November 19, 2020, Zoom meeting minutes was made by Ms. Mador, Esq. Motion seconded by Councilor Walker.
- All in favor. Motion passes.

### Executive Session:

- No executive session

### Financial Report:

FY2021 YTD Budget Update

- Director LeClair reviewed FY21 budget highlighting lines that were above the 50% target.
- Motion to accept the FY2021 budget report was made by Finance Director Hunter. Seconded by Councilor Walker.
- All in favor. Motion passes.

#### FY22 Budget Draft Review

- Director LeClair presented a line by line review of the FY2022 budget draft to the Committee.
- Fund balance discussion continued.
- Ms. Mador, Esq. inquired if we had received any emergency COVID funding. Director LeClaire advised that we had not. Finance Director Hunter stated that the replacement HVAC system would qualify for that funding.
- Motion to accept the Financial Report and Draft Budget was made by Finance Director Hunter. The motion was seconded by Councilor Walker.
- All in favor, motion passes.

#### Director's Report:

##### Radio Project

- IT Director McKinley updated the committee on the progress of the radio system.
  - 01/11/2021 EF Johnson will be back to do the road testing for the radio coverage.
  - We are projecting to go live in February.
  - Radios will be programmed and training of the departments completed prior to issuing radios.
  - Another drive test and audio quality performance test will be done in June. This service is tied to the final acceptance of the project.

##### Personnel

- Director LeClair informed the Committee that we have three candidates in the background process. They should be completed in time for the candidates to attend the next Academy training at the end of January.
- The Comm Center will continue to run short until April.

Operations Manager's Report:

- Operations Manager Hall reviewed some COVID-19 related updates with the Committee. He would like to adapt the wording of the screening questions to be more specific to callers' symptoms and contact to the virus. There were no objections by the Committee. He will also continue to update the list of positive cases.
- Operations Manager Hall also advised that the 911 upgrade performed by Consolidated Communications was successful.

Next meeting:

- The next meeting will be Thursday, January 21, 2021, at 08:00. The Election of Officers will be held.

Public Comment:

- No public comment.

Adjournment:

- Meeting adjourned at 08:34.