

LEWISTON-AUBURN 911 COMMITTEE

MINUTES

Date: Thursday, January 21, 2021

Time: 0800

Location: Zoom

Roll Call:

Present- Chief Brian Stockdale, 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 December 17, 2020, Zoom meeting minutes was made by Chief Moen. Motion seconded by Councilor Walker.
- All in favor. Motion passes.

Executive Session:

- No executive session

Election of Officers

- Motion to nominate Chief Moen for Chairperson was made by Councilor Walker. Motion seconded by Chief O'Malley.

- Motion to nominate Chief Stockdale for Vice-Chairperson was made by Chief Moen. Motion seconded by Councilor Walker.
- Motion to nominate Finance Director Hunter for Treasurer was made by Ms. Mador, Esq. Motion seconded by Councilor Walker.
- Motion to nominate Ms. Gallant for Clerk was made by Councilor Walker. Motion seconded by Ms. Mador, Esq.
- All in favor. Motion passes.

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 Councilor Walker. Seconded by Ms. Mador, Esq.
- All in favor. Motion passes.

FY2020 Capital Project Review

- Director LeClair reviewed the financial progress of the FY2020 Capital Project (Radio Project)

Non-Union COLA

- Director LeClair requested the Committee approve a 0.5% COLA for non-union employees effective January 1, 2021 as reflected in the FY2021 approved budget.
- Motion to accept the request made by Ms. Mador, Esq. Motion Seconded by Councilor Walker.
- All in favor. Motion passes.

FY2022 Proposed Budget Update

- Director LeClair reviewed minor adjustments to the FY22 Budget. No additional increases are proposed. The FY22 Budget proposal remains at a 2.22% increase over the FY2021 budget.

Director's Report:

Personnel

- Director LeClair informed the Committee that we have presented three final offers of employment that have all been accepted. Two new hires have started training and the third will start training in the middle of March.
- Search for an additional candidate will begin in February.
- Citizen-at-large Werts questioned if the reason we were hiring in stages was due to Academy limits. Director LeClair clarified that the reason we only started two in training was that a third candidate withdrew their application and the replacement would not be vetted in time for the February Academy classes.

Radio Project

- IT Director McKinley updated the committee on the progress of the radio system.
 - IT Director McKinley reported that he accompanied EF Johnson representatives during the drive testing of every square mile of the Lewiston/Auburn area.
 - We are now waiting on the data to be processed and presented in a report to LA911.
 - Timeline on deployment could possibly be February.

Webber Ave & Landfill Tower Lease Opportunities

- Director LeClair informed the Committee that he spoke with the attorney regarding the feasibility study of leasing tower space at the Webber Ave and/or Landfill Tower locations. He also checked with Allen for an RFP template closely related to tower space lease. There will be more information to bring to the Committee at next month's meeting.
- Finance Director Hunter suggested that the proposal have the lessee include necessary elements of the project as well as provide a study ensuring no interference to existing equipment functionality.

Operations Manager's Report:

- Operations Manager Hall presented a response provided by the international Academy of Emergency Dispatchers (our EMD/EFD Vendor) to CPSM's "Fire Operational & Administrative Analysis" presented to the Lewiston Council on December 15, 2020, in which CPSM cited deficiencies in LA911 operations related to the Lewiston Fire Department. Operations Manager Hall reached out to the IAED and ESCB for responses to the Analysis. It was noted that the incorrect NFPA standard was used to gauge call processing times. LA911 will prepare a statement in response to CPSM's analysis and requests that Chief Stockdale brings it before the Council during his presentation.

- Finance Director Hunter suggested that there also be a Q&A with the newspaper.
- Chief O'Malley recommended that a LA911 representative be available during the presentation for questions.
- It was also noted that this could be mentioned on March 21, 2021, at the Lewiston Budget Meeting.

Next meeting:

- The next meeting will be Thursday, February 18, 2021, at 08:00.

Public Comment:

- No public comment.

Adjournment:

- Motion to adjourn made by Chief Stockdale. Motion seconded by Ms. Mador, Esq.
- Meeting adjourned at 08:50.