

# LEWISTON-AUBURN 911 COMMITTEE

## MINUTES

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Date: Thursday, July 22, 2021

Time: 0800

Location: Zoom

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### Roll Call:

*Present-* Chief Brian O'Malley, Chief Robert Chase, Chief Brian Stockdale, Finance Director Heather Hunter, Ms. Patricia Mador, Esq., Councilor Leroy Walker, Councilor Michel Lajoie, 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 June 17, 2021, Zoom meeting minutes was made by Ms. Mador, Esq. Motion seconded by Councilor Walker.
- All in favor. Motion passes.

### Executive Session:

- N/A

### Financial Report:

FY2021 YTD Budget Update

- Director LeClair reviewed the year-to-date FY2021 financial report with the Committee. The current year-to-date expenditure is at 92.4%, with a few year-end invoices still coming in.
- Finance Director Hunter requested that Mrs. Gallant forward the FY2021 Leave Balances.
- Motion to accept the FY2021 budget report was made by Councilor Lajoie. Seconded by Councilor Walker.
- All in favor. Motion passes.
- Director LeClair requested the Committee authorize the replacement of the HVAC System outlined in a quote from Mechanical Services with the use of Fund Balance expenditure.
- Motion to authorize Mechanical Service to replace the HVAC system according to their quote with the use of Fund Balance expenditure made by Finance Director Hunter. Seconded by Councilor Walker.
- All in favor. Motion passes.

Director's Report:

- Director LeClair presented to the Committee the two bids for the Fifth Site Radio System Installation. After reviewing the bids with the Committee, Director LeClair recommends awarding the project to Green Mountain Communications in the amount of \$211,368.00.
- Motion to award the Fifth Site Radio System Installation project to Green Mountain Communications for the quoted amount of \$211,368.00 made by Councilor Walker. Seconded by Councilor Lajoie.
- All in favor. Motion passes. Director LeClair will notify Green Mountain.
- Director LeClair informed the Committee that along with the installation of the Fifth Site, a Microwave link will also need to be installed. Dirigo Wireless has supplied a quote to provide the Microwave link for the Fifth Site. Director LeClair recommended that the Committee waive the bid process and accept Dirigo Wireless's quote as a sole source provider.
- A motion to award the Fifth Site Microwave project to Dirigo Wireless in the amount of \$28,100.00 waving the bid process as a sole source provider was made by Finance Director Hunter. The motion was seconded by Councilor Walker.
- All in favor. Motion passes.

- Director LeClair will update the Committee on the Financial progress of the Capital project during the August 911 Committee Meeting.
- All future Committee Meetings will be held in person. The Lewiston Auburn 911 Center's conference room is no longer adequate to host the meetings. The Acting Airport Manager has offered the conference room at the Municipal Airport. Other options for meetings are conference rooms at Auburn's and Lewiston's City Halls.
- Director LeClair reviewed the revision of the Radio Project Milestone payments with the Committee. The final payment has been divided into three smaller milestone payments all requiring a 60-day performance period before the payment is approved.
- Motion to approve the final payments with proposed milestones was made by Finance Director Hunter. She also recognized the work of the management team on this project. Motion seconded by Councilor Walker.
- Ms. Mador, Esq. inquired if the completion of the project will allow all of the systems to work together. IT Director McKinley assured her that it would.
- All in favor. Motion passes.
- Director LeClair updated the Committee on the County Dispatch Consolidation effort. He attended the County Commissioner's meeting on Wednesday, July 21<sup>st</sup> and presented the proposed consolidated dispatch budget. The Committee Chair, Chief Moen, will review legal council's opinion with the Committee at the August Meeting during Executive Session to discuss legal impacts associated with consolidating two labor unions.
- Many questions were raised by the Committee members. Director LeClair will reach out to the Cities' Managers for guidance.

### IT Director's Report

#### Radio Project Update

- IT Director McKinley relayed to the Committee that there was a setback regarding the replacement batteries for the portable radios. New batteries have been ordered.
- EF Johnson will be back to continue testing and work on the system next week (July 26, 2021).
- The week of August 23, 2021, the Police Departments will switch over to the 800 MHz system for a 30 day run. After which the Fire Departments will switch over.

Operations Manager's Report:

- CALEA will begin their web-based assessment for reaccreditation August 27 through September 4, 2021. The on-site assessment (which will be held remotely this year) is scheduled for October 13 and 14, 2021.

Next meeting:

- The next meeting will be Thursday, August 19, 2021, at 08:00 location TBD.

Public Comment:

- None

Adjournment:

- Motion to adjourn made by Councilor Lajoie. Seconded by Ms. Mador, Esq.
- Meeting adjourned at 08:50.