

LEWISTON/AUBURN 9-1-1 COMMITTEE

MINUTES

Date: Thursday, March 17, 2016
Time: 0800
Location: LEWISTON/AUBURN 9-1-1, 552 Minot Avenue Auburn, Maine 04210

1. ROLL CALL:

- A. Present: Chief Paul LeClair, Chief Frank Roma, Chief Phil Crowell, Deputy Chief Brian O'Malley, Finance Director Heather Hunter, Pat Mador, Esq., Councilor Leroy Walker, Councilor Timothy Lajoie
- B. Staff: Director Phyllis Gamache, Systems Manager Drew McKinley, Secretary Kristal Goff
- C. Absent: Chief Michael Bussiere

2. OPEN SESSION:

- A. Meeting called to order at 08:00 a.m.
 - i. Motion made by Finance Director Hunter to accept the minutes from 02/05/16.
 - 1. Deputy Chief O'Malley accepts the motion with the correction to a spelling error under "Budget Discussion."
 - 2. Seconded by Councilor Walker.
 - 3. Motion passes.
- B. *Financial Report*
 - i. RHR is the new auditing team for the next five years – this will be a substantial savings to us.
 - ii. Clean opinion of the audit.
 - 1. Finance Director Hunter suggests Director Gamache consider looking at financing the virtual server that was in the 2017 LCIP to save some funding or a lease purchased financed through the operating budget.
 - 2. Questions regarding the financial report may be emailed to Finance Director Hunter.
 - a. Motion made by Chief LeClair to accept the audit report.
 - b. Seconded by Ms. Mador, Esq.
 - c. Motion passes.
 - iii. Director Gamache reports that the Year-To-Date Budget report has us trending below budget at 62.8%.
 - a. Motion made to accept the Financial Report made by Chief Crowell.
 - b. Seconded by Chief Roma.
 - c. Motion passes.
- C. *Director's Report*
 - i. *Personnel*
 - 1. There's a conditional offer out on a new employee.
 - 2. Trainee Griffin is progressing well. She has just moved from the overnight shift to day shift and has taken most of her MCJA classes. The consensus is that she will do well here.

ii. *Operations*

1. The 2.5% increase proposal has been sent to Poland Fire/Rescue for their dispatch and PSAP contract. They seemed pleased with the 0.5% decrease from the prior contract. Unknown at this time if it has been present to their council.
2. Durham is exploring dispatching services options and wants to know if L/A 9-1-1 would consider taking them on.
3. Sabattus called two weeks later asking the same.
 - a. With both towns looking, it makes financial sense to give it real consideration.
 - b. Sabattus and Durham average 16.4 calls for service per day.
 - c. Director Gamache wants any contract to be an “all or nothing” contract and include both PSAPing and dispatching.
 - d. Director Gamache proposes creating an additional Monday-Friday 40-hour position from 0800-1600, after which the call volume for Sabattus and Durham could be absorbed by the 5th person.
 - i. The average dispatcher total cost is \$71k – suggesting a starting point of \$82k to take on the two towns and includes predicted overtime costs and IT support.
 - ii. Councilor Lajoie asks how badly L/A 9-1-1 wants the business because that is a lot higher than Androscoggin County’s cost to take them on and the County be able to take on Sabattus and Durham without any increase in staffing or technology upgrades.
 - iii. Systems Manager McKinley notes that most technology used by the County is housed at L/A 9-1-1.
 - iv. Ms. Mador, Esq. suggests infrastructure discussion to be moved into executive session.
 - v. Director Gamache remarks the Sheriff is looking at options to purchase his own IMC, the cost of which would easily exceed \$100,000.
 - vi. Chief Crowell suggests eliminating IT support and overhead costs from the proposal to Sabattus and Durham and come in around \$75k. This will be competitive with what the County would charge.
 - vii. Chief LeClair would like to know how the board feels about Chief Crowell’s suggestion.
 - viii. Deputy Chief O’Malley is on board.
 - ix. Councilor Lajoie states that Sabattus and Durham aren’t looking to jump in the County’s lap. The consideration is that L/A 9-1-1 provides more; more staff, better training and they’re looking for something new.
 - x. Chief LeClair would like to entertain a motion to amend proposal as noted.
 - a. Finance Director asks if a rate escalator should be put in the contract.
 - b. Chief LeClair suggests starting with the proposal.
 - c. Chief Crowell suggests checking on the County’s rates for fire, rescue and police.

- xi. Motion to enter into negotiations with Sabattus and Durham made by Chief Roma.
 - a. Seconded by Councilor Lajoie.
 - b. Motion passes.

D. *RFP Update*

- i. Looking at costs for TUSA to manage the second RFP for the radio purchase build.
 - a. Haven't heard anything back on that yet.
 - b. TUSA has the draft RFP.
- ii. Director Gamache and Systems Manager McKinley will need to look at Goff Hill and speak with Auburn Public Services about getting it cleaned up.
- iii. Looking at partnering with the County to take down an antenna.
- iv. The draft RFP will be forwarded to both Lewiston and Auburn for their review.

E. *Budget Update*

- i. The budget review for L/A 9-1-1 will be at Lewiston City Hall on March 29, 2016. At this time there have been no budget meetings scheduled for Auburn.

F. *Systems Manager Update*

- i. A water line broke in the air conditioning room and Nason repaired the line.
- ii. IMC upgrade went well and everyone is operating on the newest version. An issue came up with the view clients the same day as the upgrade and it mostly impacted the fire departments. Systems Manager McKinley has rebuilt it without any downtime for end-users and it is all in working order at this time.

G. *Executive Session*

- i. Motion made by Chief Roma to enter into executive session.
- ii. Seconded by Ms. Mador, Esq.
- iii. Motion passes.

H. *Open Session*

- i. Motion made by Chief Roma to exit executive session.
- ii. Seconded by Councilor Walker
- iii. Motion to increase Kristal Goff's annual salary by 1.6% effective July 1, 2016, not including any additional staff increases approved by the committee, by Chief Roma.
- iv. Seconded by Councilor Lajoie.
- v. Motion passes.

- I. *Next meeting will be the regularly scheduled meeting, Thursday, April 21, 2016 at 0800.*