

LEWISTON-AUBURN 911 COMMITTEE

MINUTES

Date: Thursday, November 19, 2020

Time: 0800

Location: Zoom

Roll Call:

Present- Chief Stockdale, Chief O'Malley, Chief Chase, Finance Director Heather Hunter, Councilor Michael Lajoie, 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 October 15, 2020, Zoom meeting minutes was made by Chief Chase. Motion seconded by Councilor Lajoie.
- All in favor. Motion passes.

Executive Session:

- Motion to move to Executive session made by Finance Director Hunter at 08:05. Motion seconded by Councilor Lajoie.
- All in favor. Motion passes.
- Motion to exit Executive session made by Finance Director Hunter at 08:12, Motion seconded by Councilor Lajoie.

- All in favor. Motion passes.

Financial Report:

FY2021 YTD Budget Update

- Director LeClair reviewed FY21 budget highlighting lines that were above the 33.33% target.
 - Overtime, ICMA, Maintenance & Licensing, and Office Equipment were discussed.
- Motion to accept the FY2021 budget report was made by Councilor Lajoie. Seconded by Finance Director Hunter.
- All in favor. Motion passes.

FY20 Spend Down:

- Director LeClair presented operational items that could be purchased or funds encumbered to spend down the fund balance to below the 10% ceiling.
- Finance Director Hunter advised that she was not concerned with the Radio System Warranty.
- Chief O'Malley questioned if there were alternatives to Code Red. Stated the HVAC repair/replacement is an important item.
- Finance Director Hunter requested that the spend down be finalized next month when the Committee approves the FY22 budget draft.

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 to attend the Academy in January. We are currently running a "skeleton" schedule.

IT Director's Report:

Radio Project

- IT Director McKinley updated the committee on the progress of the radio system.
 - The kick-off date has been moved out.
 - We will likely have final testing in May or June.

- Drive testing will take place in January.
- Departments should be able to use the radio system in February.
- Chief O'Malley asked if the portables could be issues so that personnel could become comfortable with their features.

Operations Manager's Report: N/A

Next meeting:

- The next meeting will be Thursday, December 17, 2020, at 08:00. The FY2022 budget draft will be ready for the Committee's approval.

Public Comment:

- No public comment.

Adjournment:

- Motion to adjourn made by Councilor Lajoie, seconded by Citizen-at-large Werts.
- All in favor, meeting adjourned at 08:39.