

# LEWISTON-AUBURN 911 COMMITTEE

## MINUTES

---

---

Date: Thursday, April 20, 2023  
Time: 0800  
Location: Community Room, Auburn City Hall

---

---

### Roll Call:

*Present-* Chief Robert Chase, Chief Jaon Moen, Chief David St. Pierre, Chief Mark Caron, Lewiston City Administrator Heather Hunter, Councilor Leroy Walker, Councilor K. Lee Clement, and Auburn Citizen Patricia Mador, Esq.

*Not Present-* Citizen-at-large Michel Lajoie

*Staff-* Director Tim Hall, IT Director Drew McKinley, and Operations Manager Mark Cayer

*Secretary-* Katie Gallant

*Guest(s)-*

Meeting called to order by Lewiston Auburn 911 Director, Timothy Hall at 07:56.

### Approval of Minutes:

- Motion to approve the March 16, 2023, meeting minutes was made by Chief Chase. Seconded by Councilor Clement.
- All in favor. Motion passes.

### Executive Session:

- No executive session.

### Financial Report:

## FY 2023 YTD Budget Report

- Director Hall reviewed the FY 2023 year to date budget report with the Committee.
- Funds from the Capital account have yet to be transferred to the Operational account to cover the overages in the Telephone line. Director Hall explained that this is because Consolidated Communications has yet to terminate the accounts affected.
  - IT Director McKinly has been working with Consolidated Communications in an effort to disconnect lines that are no longer in use as a result of the Radio Project. We should be receiving a credit from Consolidated when that has been completed.
- The previously approved wage adjustment went into effect April 1, 2023.
- A motion to accept the FY 2023 year to date budget report was made Ms. Mador, Esq. Motion seconded by Chief Chase.
- All in favor. Motion passes.

## FY 2020 Capital Budget Review

- Director Hall and IT Director McKinley recommended to the Committee that a laptop be purchased specifically for the Radio System software upgrades.
- Change out mobile radios at the 911 Center Dispatch stations, used for mutual aid departments, with remote head radios. This will eliminate the current wear on the speaker wires caused by raising and lowering the sit-stand workstations. The cost is estimated at \$5,000 to \$6,000. Quotes will be obtained and brought to the Committee for consideration at the May 18<sup>th</sup> meeting.

## Director's Report:

### Adjusted FY 2024 Budget Proposal

- The FY2024 proposed budget has been updated to reflect the mid-contract wage increases. To help offset the increase the use of fund balance has been increased bringing the account balance to the 6% floor.
- Chief Moen made a motion to accept the updated FY 2024 Budget. The motion was seconded by Ms. Mador, Esq.
- All in favor. Motion passes.
- Director Hall informed the Committee that our contract with Code Red (reverse 9-1-1 system) ends in FY 2024. It currently costs us \$7,500 per year and is rarely needed. He recommended discussions with Androscoggin County EMA to possibly take over Code Red.

- Chief Chase asked if the system was cost effective and agreed that it would be worth the discussion. Possibly weigh it against the IPAWS system.
- Chief Moen iterated the need to have some kind of alerting system in place.
- The IMC Pro-Suite upgrade/replacement has been signed for by Androscoggin County. The initial costs and first year of maintenance and subscription fees will be covered by them. Lisbon will be added to the system.
  - IT Director McKinley mentioned that it will be 18-24 months before implementation.
  - Chief Moen asked if this is cloud based. IT Director McKinley said that it is not, it will require on-premise servers, with cloud back-up.
  - Chief St. Pierre asked why the roll-out was so far out? IT Director McKinley replied that it was due to all of the moving parts and there are a couple of other Agencies scheduled ahead of us.
  - Director Hall said that it will be good but it will be a lot of work converting all of the data from the “old” system to the “new” system.

#### Staffing

- Director Hall informed the Committee that we currently have three new hires in training. They have completed all but one of the required Academy classes. He is hopeful that they will all be in position by May 22<sup>nd</sup>. This will help to alleviate the temporary reduced staffing on our second and third shifts.
- Spencer Wigton has been promoted to one of the open TC4, Senior Supervisor positions. The second open position has been offered to an external candidate, who will need to complete Dispatcher training before filling the position.
- That leaves the Center with one open Supervisor position and four vacant Dispatcher positions, three of which will not be funded until January of 2024.

#### IT Director's Report

##### Radio Project Update

- IT Director McKinley is working closely with the contractors and agencies to wrap up all open projects associated with the Radio Project.

#### Operations Manager's Report:

- No report.

#### General Discussion:

- N/A

Next meeting:

- The next meeting will be May 18, 2023 in the Administrative Conference Room at Lewiston City Hall.

Public Comment:

- No public comment.

Adjournment:

- Motion to adjourn made by Chief Chase. Seconded by Chief Moen.
- Meeting adjourned at 08:12.