

LEWISTON-AUBURN 911 COMMITTEE

MINUTES

Date: Thursday, June 15, 2023
Time: 0800
Location: Community Room, Auburn City Hall

Roll Call:

Present- Chief David St. Pierre, Lewiston City Administrator Heather Hunter, Councilor Leroy Walker, Councilor K. Lee Clement, and Auburn Representative Patricia Mador, Esq.

Not Present- Chief Robert Chase, Chief Jason Moen, Chief Mark Caron, and 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 08:02.

Approval of Minutes:

- Motion to approve the May 18, 2023, meeting minutes was made by City Administrator Hunter. Motion seconded by Councilor Walker.
- 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.
- IT Director McKinley followed up with Consolidated Communications and the lines have been shut off. We should see the credit on next month's bill.
- A motion to accept the FY 2023 year to date budget report was made by Ms. Mador, Esq. Motion seconded by Councilor Hunter.
- All in favor. Motion passes.

FY 2020 Capital Budget Review

- Director Hall anticipates that the Capital project will end with an approximate \$435,000 surplus.
- Utility poles are being moved on Farimount Ave and Court Street. Hawkeye has sent us a quote to relocate our fiber optic lines from the old poles to the new poles. Androscoggin Count will pay 50% of the bill.

Director's Report:

COLA Approval

- Director Hall requested that the Committee approve the 2.5% COLA increase for non-union staff, including part-time employees, effective July 1, 2023 as approved in the FY 2024 Budget.
- A motion to accept the COLA increase was made by Councilor Walker. Motion seconded by Ms. Mador, Esq.
- All in favor. Motion passes.
- City Administrator Hunter asked Director Hall to inquire on the City of Auburn's COLA increases for FY 2024. She would like to revisit this next month.

Purchasing Policy

- Director Hall informed the Committee that he, with the help of City Administrator Hunter, has made some changes to the Purchasing Policy that was adopted in 2007.
 - The original Purchasing Policy was created from the City of Lewiston's policy in 2007 when the Center began its CALEA Accreditation. It has not been updated to reflect inflation since its inception.

- Director Hall has updated the language to reflect the Lewiston Auburn 911 Center structure replacing terms such as “the City” to “the Committee” or “the Center”.
 - He has changed monetary limits to reflect the current economic climate.
 - He has added Federal Government requirements for use of funding such as Homeland Security grants.
 - He limited the use of preferential treatment
 - He added Waiver of Competition language.
 - Councilor Clement recommended adding Sourcewell Vendors to this section.
 - He has changed the criteria of participants for selection committees.
 - Ms. Mador suggested changing the language in article II. Definitions, section 2.3 Services, to include newer modes such as fiber optics and microwave. City Administrator Hunter recommended to change it to utilities, to be all inclusive.
 - Ms. Mador, Esq. also noted that article III Purchasing Procedures, section 3.3.1 “Waiver of Competition”, sub-section 7 “the City’s” should be changed to “the Committee’s”.
- Motion to approve the Updated Purchasing Policy, as amended, was made by City Administrator Hunter. Motion was seconded by Councilor Clement.
 - All infavor. Motion passes.

IT Director’s Report

Radio Project Update

- IT Director McKinley informed the Committee that the replacement radios have been ordered. He does not have an estimated date of delivery.
- EF Johnson is scheduling their final trip to Maine to wrap up final details of projects.
- The project as a whole will soon be completed.

Operations Manager’s Report:

Staffing Update

- Operations Manager Cayer updated the Committee that;

- Three of our trainees have been signed off from training and have been assigned their shifts.
 - Two trainees are at the Academy this week and will be returning to the Center next week to continue their training.
 - One conditional offer has been accepted.
 - That leaves us with three open positions that have frozen funding until January 2024.
 - City Administrator inquired if we would consider hiring an exceptional candidate early? Director Hall responded that we would be posting an open position mid-July and if we had an outstanding candidate we would try to get them in for the next Academy class at the end of September, then hold off on hiring for one of the other positions until later in the spring.
- The Committee was briefed that the call volume at the Center has been “extraordinary”, citing that dispatchers received over 900 9-1-1 hangups in May.

General Discussion:

- N/A

Next meeting:

- The next meeting will be July 20, 2023 in the Administrative Conference Room at Lewiston City Hall.

Public Comment:

- No public comment.

Adjournment:

- Motion to adjourn made by Councilor Clement. Seconded by Councilor Walker.
- Meeting adjourned at 08:25.