

LEWISTON-AUBURN 911 COMMITTEE

MINUTES

Date: Thursday, July 20, 2023

Time: 0800

Location: Administrative Conference Room, Lewiston City Hall

Roll Call:

Present- Chief David St. Pierre, Chief Jason Moen, Chief Mark Caron, Lewiston City Administrator Heather Hunter, Councilor Leroy Walker, Councilor K. Lee Clement, Ms. Patricia Mador, Esq., and Citizen-at-large Michel Lajoie.

Not Present- Chief Robert Chase

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 07:58.

Approval of Minutes:

- Motion to approve the June 15, 2023, meeting minutes was made by Councilor Clement. Motion seconded by Chief Moen.
- 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.
- Consolidated Communications has been delayed in shutting off the lines. They have been overwhelmed by weather events. It was recommended that we move \$15,000 from the Capital Project account to the telephone line in the Operational account now.
- A motion to accept the FY 2023 year to date budget report was made by Councilor Walker. Motion seconded by Ms. Mador Esq.
- All in favor. Motion passes.

FY 2020 Capital Budget Review

- Director Hall informed the Committee that there has been no movement in the Capital account.

FY 2022 Financial Statement

- City Administrator Hunter explained that the delay in the audit of the FY 2022 budget was due to staffing shortages at the auditors and that we should expect next year's audit to be delayed as well.
- She also informed the Committee that there were no changes to the unaudited statement that she reviewed in the fall.
- A motion to accept the audited FY 2022 Financial Statement was made by Councilor Walker. Motion seconded by Mr. Lajoie.
- All in favor. Motion passes.

Director's Report:

Staffing

- Director Hall reminded the Committee that three of our vacant positions are "frozen" until January 2024. He requested permission to hire one experienced dispatcher if the opportunity should present itself. He would then hold one of the other positions to offset the financial burden.
- A motion to allow the hiring of an experienced dispatcher before January 2024 was made by City Administrator Hunter. Motion seconded by Chief Moen.
- All in favor. Motion passes.

- Director Hall informed the Committee that call statistics continue to increase and the rise has been substantial over the past three years. This is causing significant pressure on the employees.
- We currently have two employees in training. One additional candidate has been hired and will begin training at the end of the month.

IT Director's Report

Radio Project Update

- IT Director McKinley informed the Committee that the replacement radios and headsets have been delivered. We are still waiting on the chargers.
- EF Johnson will arrive in August to “button-up” projects.
- He inquired about disposal of “old” equipment that no longer has any value. IT Director McKinley recommends that the equipment be disposed of at the Lewiston Waste Facility.
- City Administrator Hunter advised to charge the cost to the Capital account.
- There is no timeline for delivery of delayed items.

Operations Manager's Report:

- N/A

General Discussion:

- N/A

Next meeting:

- Director Hall requested that the August 17th meeting be canceled as there are multiple administration taking vacations and then they will be at Androscoggin County for training of the new Pro-suite CAD system.
- The next meeting will be September 21, 2023 in the Administrative Conference Room at Lewiston City Hall.

Public Comment:

- No public comment.

Adjournment:

- Motion to adjourn made by Chief St. Pierre. Seconded by Ms. Mador, Esq.

- Meeting adjourned at 08:15.