

LEWISTON-AUBURN 911 COMMITTEE

MINUTES

Date: Thursday, September 21, 2023

Time: 0800

Location: Administrative Conference Room, Lewiston City Hall

Roll Call:

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

Not Present- Chief Jason Moen, Councilor Leroy Walker

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

Secretary- Katie Gallant

Guest(s)- via Zoom John Walton, Manuel Morin, and Scott Angell from Evans

Meeting called to order by Lewiston Auburn 911 Director, Timothy Hall at 07:58.

Approval of Minutes:

- Motion to approve the July 20, 2023, meeting minutes was made by Chief St. Pierre. Motion seconded by Ms. Mador, Esq.
- 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.
- Approximately \$14,000 is slated to be transferred from the Capital Project account to help offset the overage of the telephone line. The refund check from Consolidated Communications was received this week and will also be applied to the telephone line.
- A motion to accept the FY 2023 year to date budget report was made by Mr. Lajoie. Motion seconded by City Administrator Hunter.
- All in favor. Motion passes.

FY 2024 YTD Budget Review

- Director Hall reviewed the FY 2024 year-to-date report with the committee. He noted that the excess appearance of the Maintenance and Licensing line was due to the IMC licenses being paid for by the Center but not yet billed out to the agencies.
- He also noted that the salary and overtime lines were high due to three employees in training but as two employees have been recently signed off we will start to see improvements this week.
- A motion to accept the audited FY 2024 year-to-date budget report was made by City Administrator Hunter. Motion seconded by Mr. Lajoie.
- 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. There will be a balance of approximately \$436,000 after the project is completed.

Director's Report:

9-1-1 Center

- Director Hall invited some representatives from Evans to review the renovation proposal of 85 Park Street, Lewiston with the Committee. He prefaced the introduction with some history and visual slides of the 911 Center. He also presented some images and a floor plan provided by Evans.
- John Walton from Evans reviewed the process of the proposal with the Committee.
- Director Hall informed the Committee that the estimate of renovations was between 1.3 and 1.6 million dollars. And Evans had also provided an estimate of \$328,000 for

new consoles. Consolidated Communications had provided an early estimate of approximately \$60,000 to install new 9-1-1 equipment in the new space. We would also need to relocate the phone lines, the radio equipment, additional microwave and fiber, servers, and generator.

- Chief Chase pointed out that those costs would be incurred no matter where the Center was relocated to and that the cost focus should be solely on the renovation project and not costs associated with moving the Center.
- Ms. Mador questioned if there would be room for expansion? Mr. Walton said that there was plenty of room for expansion. City Administrator Hunter advised that we request an updated floor plan including the expanded dispatch floor rather than plan to remodel at a later date.
- City Administrator Hunter asked what furniture and fixtures were included in the estimate? Director Hall said that all furniture and fixtures except for the dispatch consoles were included in the pricing. He added that we could potentially have some savings by moving the administration's office furniture instead of buying new.
- It was suggested that perhaps the current dispatch consoles could be used for training purposes. Director Hall and Operations Manager Cayer agreed that that would be beneficial to the Center.
- City Administrator Hunter inquired if the classification of the building was rated for Public Safety. Director Hall said that he would find out that information.
- She also asked if Androscoggin County RCC would remain as our back-up center. Director Hall replied that they would.
- Ms. Mador, Esq. asked where the generator would go? IT Director McKinley said that there was a separate building in back that would house the generator.
- Chief Chase asked if anyone had looked into how moving to a new space would affect the operational budget. Director Hall replied that he knows it will increase our operating costs but admits that he does not have any estimate of what that will look like.
- Ms. Mador, Esq. inquired to the turn around time on this project. Director Hall informed her and the Committee that Evans had given an estimate of one to one and one-half years.
- Director Hall advised the Committee that the Capital Budget schedule was sent to him this week by the City of Lewiston's Finance Director and that he would like to have direction by the Committee to add this to the FY 2025 Capital Budget before the paperwork is due in November.

- Director Hall shared a handout with the Committee citing the increase of call statistics since 2020. The handout also highlighted the Center's overtime hours for the first two months of the budget year. City Administrator Hunter suggested that the vacant replacement overtime be highlighted as vacation and sick replacement overtime tends to remain standard. Director Hall agreed and Mrs. Gallant advised that she would update the report for the next meeting.

IT Director's Report

Radio Project Update

- IT Director McKinley informed the Committee that the new portables are in. Auburn Fire and Auburn Police are training this week. Lewiston Police will train next week. Chief Caron and IT Director McKinley have not set a time for Lewiston Fire to train with the equipment.
- Chief Chase questioned the status of the vehicle repeaters. IT Director McKinley said that the repeaters had been pulled from the vehicles to tune to the new portables and would be reinstalled next week.

Operations Manager's Report:

- N/A

General Discussion:

- N/A

Next meeting:

- The next meeting will be October 19, 2023 in the Community Room at Auburn City Hall.

Public Comment:

- No public comment.

Adjournment:

- Motion to adjourn made by Chief Chase. Seconded by Ms. Mador, Esq.
- Meeting adjourned at 08:43.