

LEWISTON-AUBURN 911 COMMITTEE

MINUTES

Date: Thursday, December 7, 2023

Time: 0800

Location: Community Room, Auburn Hall

Roll Call:

Present- Chief David St. Pierre, Chief Mark Caron, Chief Jason Moen, Lewiston City Administrator Heather Hunter, and Citizen-at-large Michel Lajoie.

Not Present- Councilor Leroy Walker, Councilor K. Lee Clement, and Ms. Patricia Mador, Esq.

Staff- Director Tim Hall, IT Director Drew McKinley

Secretary- Katie Gallant

Meeting called to order by Lewiston Auburn 911 Director, Timothy Hall at 08:01.

Approval of Minutes:

- Motion to approve the October 19, 2023, meeting minutes was made by Chief Moen. Motion seconded by Mr. Lajoie.
- All in favor. Motion passes.

Executive Session:

- Motion made to move into executive session to discuss two personnel matters made by City Administrator Hunter and seconded by Chief St. Pierre.
- All in favor. Committee entered executive session at 08:02.
- Back in session at 08:19.

- Director Hall requested the Committee to approve granting to all full-time Lewiston Auburn 911 employees one wellness day to be used by April 1, 2024 and \$750 to all full and part-time LA911 employees.
- Motion made by Chief Moen. Seconded by Chief St. Pierre.
- All in favor. Motion passes.

Financial Report:

FY 2024 YTD Budget Review

- Director Hall reviewed the FY 2024 year-to-date report with the committee. He highlighted account lines that appeared in excess.
- A motion to accept the FY 2024 year-to-date budget report was made by City Administrator Hunter. Motion seconded by Chief Moen.
- All in favor. Motion passes.

FY 2020 Capital Budget Review

- No Changes to the Capital Budget since previous meeting
- Ms. Gallant was directed to reconcile the working spreadsheet to the entries and totals in Munis.

Unaudited FY 2023 Year End Report

- City Administrator Hunter reviewed the unaudited FY 2023 year end report. The fund balance is currently 2.72% above the ceiling of the budget policy.
- The year end encumbrance does not show funds earmarked for future use.
- \$125,000 of encumbered fund balance was moved into the current year's budget.
- Director Hall reminded the Committee that \$45,000 of fund balance had been earmarked in Maintenance and Licensing to help with the first year warranty payment of the new radios which will be \$131,000 in June of 2027. He requested to add \$15,000 of the current fund balance to that amount increasing the total to \$60,000.
- Motion to earmark \$60,000 of the current fund balance for Maintenance and Licensing, specifically for radio warranty, was made by City Administrator Hunter. Motion seconded by Chief Moen.
- All in favor. Motion passes.

- Motion to accept the unaudited FY 2023 year end report as presented made by Chief Moen. Motion seconded by Mr. Lajoie.
- All in favor. Motion passes.

FY 2025 CIP and beyond

- Director Hall presented the Capital Improvement Projects to the Committee
- \$100,000 has been requested to replace the Center's HVAC system in FY 2027, if we are still in our current location.
- \$300,000 has been requested for the Server Replacement in FY 2025 to coincide with the move of LA911.
- \$2,500,000 has been requested for renovations and moving costs associated with relocating LA911 to 85 Park Street, Lewiston in FY 2025.
- Ms. Gallant was directed to bill the cities more regularly for expenses of the current CIP.
- Motion to approve and submit the CIP request to the Cities of Lewiston and Auburn for budget review was made by Chief Moen. Motion Seconded by Mr. Lajoie.
- All in favor. Motion passes.

Director's Report:

Approve Non-union COLA

- Director Hall requested that the Committee approve 0.05% COLA for all non-union employees, including part-time, effective January 1, 2024. This amount has already been approved in the operational budget.
- Motion to approve the requested COLA was made by Mr. Lajoie. Motion seconded by Chief Moen.
- All in favor. Motion passes.

IT Director's Report

Radio Project Update

- IT Director McKinley informed the Committee that there is nothing new to note regarding the radio project.

Generators

- The Goff Hill Tower generator is currently off-line awaiting parts for repairs. This is the main tower site for the Agencies. Parts are expected to be delivered in the next couple of weeks.
- There was also a report of a generator issue at the Gracelawn tower site. IT Director McKinley will visit the site and make an assessment after the meeting.

Operations Manager's Report:

- Director Hall presented the staffing update to the Committee.
- IT Support Specialist Todd Allen has given his notice. His last day will be December 18, 2023. The Center has already posted the open position and has begun collecting applications.
- Senior Supervisor Trevin Dunlop informed the Center on December 5, 2023, that he was moving and would not be returning to work.
- We currently have 3 vacancies and one employee on long term leave. We have four good candidates we would like to send conditional offers of employment to.
- City Administrator Hunter directed Director Hall to go ahead and extend offers to all four candidates.
- One part-time employee came on full-time this week.
- One trainee will be signed off from training next week.
- One trainee is completing their Academy training next week and will return to the Center for training.

General Discussion:

- N/A

Next meeting:

- The next meeting will be January 18, 2024 at 08:00 in the Administrative Conference Room at Lewiston City Hall.

Public Comment:

- No public comment.

Adjournment:

- Motion to adjourn made by City Administrator Hunter. Seconded by Mr. Lajoie
- Meeting adjourned at 08:45.