

# LEWISTON-AUBURN 911 COMMITTEE

## MINUTES

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Date: Thursday, April 18, 2024  
Time: 0800  
Location: Community Room, Auburn Hall

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### Roll Call:

*Present-* Chief Mark Caron, Chief Jason Moen, Lewiston Councilor Joshua Nagine, Auburn Councilor Benjamin Weisner, and Patricia Mador, Esq.

*Not Present-* Chief David St. Pierre, Chief Robert Chase, and Citizen-at-large Michel Lajoie.

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

*Secretary-* Katie Gallant

*Guest(s)-* Acting City Administrator Brian O'Malley, and Finance Director Tracy Roy

Meeting called to order by Lewiston Auburn 911 Director, Timothy Hall at 08:00.

### Approval of Minutes:

- Motion to approve the February 22, 2024, meeting minutes was made by Chief Moen. Motion seconded by Ms. Mador, Esq.
- All in favor. Motion passes.

### Executive Session:

- N/A

### 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.
  - He informed the Committee that two trainees were due to sign off training at the end of the month and that would reduce the overtime expenses.
  - He also reminded the Committee that \$60,000 of the Maintenance and Licensing line was being held over for the first year of the radio service contract.
- A motion to accept the FY 2024 year-to-date budget report was made by Ms. Patricia Mador, Esq. Motion seconded by Chief Moen.
- All in favor. Motion passes.

#### FY 2020 Capital Budget Review

- All PO's have been closed.
- Department Chiefs are expending their accessory budgets by April 30, 2024.

#### FY 2025 Budget Update

- Director Hall informed the Committee that the Auburn City Manager has recommended that the request to Auburn be reduce by about \$51,000. Matching that to Lewiston, requires the budget to be reduced by approximately \$100,000.
- Director Hall will bring recommendations for reductions to the May Committee meeting. The reductions will most likely result in reducing staffing by 3 dispatcher positions.
- It was recommended to look at using additional fund balance.

#### Director's Report:

##### General Updates

- Director Hall suggested that appointing members to the Strategic Planning Committee be tabled until the May meeting.
- Councilor Weisner voiced his interest in being on the Committee. Chief Chase and Chief Caron were also recommended to be included.
- Chief Caron inquired if non 911 Committee members could be on the Strategic Planning Committee? He offered that his Captains have more day to day involvement with the 911 Center than he does and may be more insightful.
- It was decided to table the forming of the Committee until the May meeting.

## LD2237 Review

- Director Hall reviewed the impact of LD2237 Part A Section A-2: E-9-1-1 and 9-8-8 coordination, on the Center. As of January 30, 2025 Department of Health and Humand Services and Public Safety Answering Points must work together. This will result in longer processing times of 9-1-1 calls that meet the LD's criteria.

## ESCB Report on PSAP Oversight and Staffing

- Director Hall informed the Committee of the four key points resulting from the study.

## Other Business

### Consolidation Discussion

- Acting City Administrator O'Malley updated the Committee on the continued discussion of PSAP consolidation with the Cities of Auburn, Lewiston, and Androscoggin County Commissioners.
- Councilor Nagine recommended that someone from the Committee attend the next consolidation meeting. He asked if Acting Administrator O'Malley would return with an update provided no Committee members were in attendance. Acting Administrator O'Malley said that he would.

### River Road Tower

- The Androscoggin Amateur Radio Club has requested permission to locate a repeater on the radio tower on River Road in Lewiston. There will be no impact to the equipment already located on the tower.
- They are a private club. They have very little funding for a lease payment. They do work closely with EMA multiple times per year with local functions.
- Director Hall recommended that they pay for installation by a vendor of our choosing.
- Ms. Mador, Esq. would like to see a written lease agreement.
- Director Hall will reach out to the Club and bring the information back to the Committee for a vote.

## IT Director's Report

### Radio Project Update

- IT Director McKinley informed the Committee that he has been working with the agency departments on finalizing their radio accessory purchases.
- He presented a quote for repair of the Microwave on the Goff Hill Tower.

- Ms. Mador, Esq. inquired if there was any additional maintenance work to be done while they were up there? IT Director McKinley said that there was not.

#### Operations Manager's Report:

##### Staffing Update

- Operations Manager Cayer advised the Committee that our two new trainees would be signed off and assigned to shifts starting April 29<sup>th</sup>.
- We are currently in the hiring process with a former employee who has returned to the area and would like to come back and work for us.
- Year two of the CALEA assessment has been completed and the Center has once again passed the assessment.

#### General Discussion:

- N/A

#### Next meeting:

- The next meeting will be May 16, 2024 at 08:00 in the Administrative Conference Room at Lewiston City Hall.

#### Public Comment:

- No public comment.

#### Adjournment:

- Motion to adjourn made by Chief Moen. Seconded by Councilor Nagine.
- Meeting adjourned at 08:41.