

# LEWISTON-AUBURN 911 COMMITTEE

## MINUTES

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Date: Thursday, September 30, 2021  
Time: 0800  
Location: Auburn Lewiston Airport Conference Room

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### Roll Call:

*Present-* Chief Jason Moen, Interim Chief Mark Caron, Chief David St. Pierre, Interim Lewiston City Manager Heather Hunter, Ms. Patricia Mador, Esq., Councilor Tim Macleod, and Councilor Michel Lajoie.

*Not Present-* Citizen-at-large Wayne Werts.

*Staff-* Director Paul LeClair, IT Director Drew McKinley, and Operations Manager Tim Hall

*Secretary-* Katie Gallant

*Guest(s)-* Lewiston Sun Journal Executive Editor Judy Meyer

Meeting called to order by Lewiston Auburn 911 Director, Paul LeClair at 08:00.

### Approval of Minutes:

- Motion to approve the August 19, 2021, meeting minutes was made by Chief Moen. Motion seconded by Councilor Lajoie.
- All in favor. Motion passes.

### Radio Encryption

- Lewiston Sun Journal Executive Editor Judy Meyer spoke to the Committee regarding the encryption of the new 800 MHz radio system and its effects on the ability for the reporters to inform the communities of important events in real-time.

- She requested that the Committee consider giving the Sun Journal the encryption key, citing Public Safety Departments in cities across the country that enter into agreements with their media outlets providing them access to encrypted transmissions. She also ensured the Committee that she and other Sun Journal employees are credentialed and background checked at the State level.
- Chief Moen responded citing the FBI CJIS policy. Policy Area 5.13 addresses Mobile devices which include LMR (Land Mobile Radios). On page 66 Paragraph 9 under wireless protocols, it states “ Enable all security features of the wireless product, including the cryptographic authentication, firewall, and other available privacy features”. He stated we are required to utilize encryption because it is available on our system.
- Ms. Meyer said that the agencies she had researched were able to work around (or with) the CJIS policy through written agreement.
- Director LeClair requested copies of Ms. Meyers research to share with the Committee members for discussion and invited her back to the October 21<sup>st</sup> meeting.

#### Executive Session:

- Entered in to Executive Session at 08:22 to discuss a personnel matter.
- Executive Session ended at 08:28.

#### Financial Report:

##### FY2022 YTD Budget Update

- Director LeClair reviewed the FY2022 year to date budget with the Committee.
- Ms. Hunter informed the Committee that the funds being carried forward from FY2021 would reflect in the next couple of weeks.
- Motion to made by Councilor Lajoie. Seconded by Councilor Macleod.
- All in favor. Motion passes.

##### Capital Project Financial Report

- Director LeClair reviewed the status of the Capital Project finances with the Committee.
- Motion to accept the Capital Project Financial report as presented by Director LeClair was made by Ms. Mador, Esq. Motion seconded by Chief St. Pierre.

#### Director's Report:

##### County Consolidation Discussion

- Chief Moen advised the Committee that he has not heard anything further from Androscoggin County Sheriff's Department regarding the consolidation of the two PSAP's. He thinks that ASO is no longer pursuing the merger.
- Chief Moen noted that the City of Auburn was moving forward with their new Public Safety building and that there will be space for LA911 operations in the building.
- This allows the Committee to move forward with the Director search. A Search Committee was chosen to review and interview applicants for the position. The members are: Chief Moen, Ms. Mador, Esq., Interim Chief Caron, Councilor Lajoie, and Director LeClair. Ms. Hunter expressed her interest in developing the Employment Contract.
- Director LeClair shared a tentative time schedule to have a new Director in place.

#### Policy for Remote Meetings

- Director LeClair presented a draft policy regarding emergency remote meetings.
- Councilor Macleod asked if there was a public comment email address that citizens could email questions, comments, and/or concerns. He was informed that we do not. IT Director McKinley will work with the City of Auburn IT to establish one.
- Ms. Hunter moved that the Committee table the policy and review it again during the October meeting. Motion seconded by Chief Moen.
- All in favor. Motion passes.

#### MainePERS Election Changes

- Ms. Gallant summarized the provisions recently adopted by MainePERS regarding enrollment.
- Ms. Hunter made a motion for the Committee to adopt the provisions of 5 M.R.S. § 18252-C (PL 2021, Chapter 286) as allowed by MainePERS Rule Chapter 803. Motion seconded by Ms. Mador, Esq.
- All in favor. Motion passes.

#### DHHS CDC Vaccination Rule

- Director LeClair informed the Committee that LA911 no longer is subject to the Healthcare mandatory vaccination rule.

#### Memorandum of Understanding

- Director LeClair presented the MOU for LA911 and the Auburn Lewiston Municipal Airport regarding LA911's equipment placement for the radio system.

- Ms. Mador, Esq. made a motion to accept the MOU and authorize Director LeClair to sign it on behalf of the Committee. Seconded by Councilor Lajoie.
- All in favor. Motion passes.

### IT Director's Report

#### Radio Project Update

- IT Director McKinley informed the Committee that the Lewiston and Auburn Police Departments have been on the 800 MHz radio system for approximately one month. After current issues are mitigated he will bring the Fire Departments online.
- EF Johnson is currently on-site installing upgrades to the system.
- Chief St. Pierre presented some concerns. IT Director McKinley will conduct some testing and review his results with the Chief.
- Director LeClair presented quotes from Dirigo Wireless to the Committee of installation of BDA's at both Police Stations to improve signal strength. The sum of the quotes is \$50,768. He recommended acceptance of the quotes and that the installations be paid through the Radio Project contingency funds.
- Ms. Hunter made a motion to accept the recommendation. Seconded by Chief Moen.
- All in favor. Motion passes.

### Operations Manager's Report:

- CALEA's on-site assessment (which will be held remotely this year) is scheduled for October 13 and 14, 2021.

### Next meeting:

- The next meeting will be Thursday, October 21, 2021, at 08:00 in the Auburn Lewiston Airport Conference Room.

### Public Comment:

- None

### Adjournment:

- Motion to adjourn made by Councilor Lajoie. Seconded by Chief St. Pierre.
- Meeting adjourned at 09:15.