

LEWISTON-AUBURN 911 COMMITTEE

MINUTES

Date: Thursday, October 21, 2021
Time: 0800
Location: Auburn Lewiston Airport Conference Room

Roll Call:

Present- Chief Jason Moen, Chief Robert Chase, 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 08:01.

Approval of Minutes:

- Motion to approve the September 30, 2021, meeting minutes was made by Ms. Hunter. Motion seconded by Councilor Lajoie.
- All in favor. Motion passes.

Radio Encryption

- Chief Moen informed Ms. Meyer that the Police Chiefs and the City Managers would not be providing the Sun Journal access to encrypted channels. He clarified to say that they were not singling out the Sun Journal but would not be providing access to any

media network in line with the CJIS Policy as stated in the September 30, 2021 meeting.

- Ms. Meyer asked how the public was notified of the encryption.
- Director LeClair explained that the Radio System was presented to both City Councils multiple times as part of the budget process for capitol project requests.
- Ms. Meyer requested the decision and rationale be sent to her in writing. Director LeClair agreed
- Councilor Macleod questioned if the CJIS policy extended to the Fire Departments. Chief Moen said that while CJIS does affect Fire Department policy the end goal is to have all of the channels encrypted.

Executive Session:

- No executive session.

Financial Report:

FY2022 YTD Budget Update

- Director LeClair reviewed the FY2022 year to date budget with the Committee.
- Motion to accept made by Chief St. Pierre. Seconded by Ms. Mador, Esq.
- All in favor. Motion passes.

Capital Project Financial Report

- Director LeClair reviewed the status of the Capital Project finances with the Committee. The fifth site is in progress and is anticipated to be completed in December.
- Motion to accept the Capital Project Financial report as presented by Director LeClair was made by Councilor Macleod. Motion seconded by Chief St. Pierre.

Unaudited FY2021 Financial Report

- Ms. Hunter presented the unaudited FY2021 budget report.
- Director LeClair inquired about the projects previously presented to spend down the fund balance below the policy ceiling.
- Ms. Hunter recommended to move ahead with the projects in the estimated amount of \$78,000.

- Motion to accept the unaudited financial report made by Councilor Lajoie. Seconded by Ms. Mador, Esq.
- All in favor. Motion passes.

FY2023 Capitol Project Request

- Director LeClair presented the Capitol Project budget sheet for future projects to the Committee.
 - FY2024 the Server Project will be due for replacement.
 - FY2026 the HVAC in Dispatch will need to be replaced
 - Future Project as a place holder for a new Communications Facility.
- Councilor Macleod asked why some of the recurring expenses were listed as Capital projects and not partially funded every year until the project was due?
- Ms. Hunter replied that at this time it was more cost effective to be able to decide whether to bond the projects rather than sit on the funds for multiple years.
- Motion to accept the FY2023 CIP report made by Chief Moen. Seconded by Ms. Hunter.
- All in favor. Motion passes.

Director's Report:

Policy for Remote Meetings

- Director LeClair presented a draft policy regarding emergency remote meetings. He noted that an email for public comment was created as suggested.
- It was recommended that the email address be added to the bottom of future agendas.
- Motion to accept the Remote Participation SOP as written was made by Ms. Hunter. Motion seconded by Councilor Macleod.
- All in favor. Motion passes.

IT Director's Report

Radio Project Update

- IT Director McKinley updated the Committee on the status of the new radio system and said that he was still doing some testing.

Operations Manager's Report:

- Operations Manager Hall informed the Committee that the CALEA assessment went well and would be attending the Conference in March 2023.

Next meeting:

- The next meeting will be Thursday, November 18, 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 Moen.
- Meeting adjourned at 08:34.