

# LEWISTON-AUBURN 911 COMMITTEE

## MINUTES

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Date: Thursday, December 1, 2022

Time: 0800

Location: Community Room, Auburn Hall

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### Roll Call:

*Present-* Chief Jason Moen, Chief Robert Chase, Chief David St. Pierre, Chief Mark Caron, Councilor Leroy Walker, Councilor K. Lee Clement, Lewiston City Administrator Heather Hunter, and Citizen-at-large Michel Lajoie.

*Not Present-* Auburn Citizen Patricia Mador, Esq.

*Staff-* Director Tim Hall and Operations Manager Mark Cayer

*Secretary-* Operations Manager Mark Cayer

*Guest(s)-*

Meeting called to order by Lewiston Auburn 911 Director, Timothy Hall at 08:02.

### Approval of Minutes:

- Motion to approve the October 20, 2022, meeting minutes was made by Councilor Clement, seconded by Mr. Lajoie.
- All in favor. Motion passes.

### Executive Session:

- Motion to go into executive session to discuss a personnel matter was made by Councilor Clement at 08:03, seconded by City Administrator Hunter

- Motion to exit executive session was made by Chief Moen at 08:17, seconded by Chief Chase.

### Financial Report:

#### FY 2023 YTD Budget Report

- Director Hall reviewed the FY 2023 year to date budget report with the Committee.
- A motion to accept the FY 2023 year to date budget report was made by City Administrator Hunter, Councilor Walker seconded the motion.
- All in favor. Motion passes.

#### FY 2020 Capital Project Financial Report

- There has been no financial activity with the Capital Project aside from the Chiefs' accessory purchases.
- Discussion and agreement that accessory purchases that are part of the radio project should be completed prior to the close of FY23, future needs will become part of each department's operational budget.

#### FY 2024 Capital Improvement Projects (CIP)

- Director Hall presented the Capitol Project budget sheet for future projects to the Committee.
  - FY2025 the Server Project will be due for replacement, this project was moved from FY2024 to align with potential relocation of the 9-1-1 Center.
  - FY2025 Communications Center relocation.
  - FY2027 the HVAC in Dispatch will need to be replaced if the Center is not relocated.
- Motion to accept the FY2024 CIP report made by Chief Moen, seconded by Councilor Walker.
- All in favor. Motion passes.

#### FY 2022 AUDITED Budget Report

- City Administrator Hunter presented the audited FY2022 budget report.
- Director Hall reviewed previously presented projects to be covered by fund balance totaling \$194,000.00. Director Hall also requested an additional \$10,000.00

supplemental appropriate for the purchase of Network switches which are critical infrastructure, the last remaining one was used in November due to a failure and we have no spares on hand.

- Motion to approve supplemental appropriation of \$204,000.00 inclusive of the \$10,000.00 for the Network switches made by City Administrator Hunter, seconded by Councilor Walker.
- All in favor. Motion passes.

Director's Report:

- Director Hall updated the Committee on current staffing challenges. The Center is currently operating with 12 full time dispatchers, with one currently out on FMLA. We have three dispatchers in training, all going through the academy currently. One has previous experience and is anticipated to be assigned to position within the month.
- There are five vacant positions remaining.
  - We have made a final offer of employment to one candidate and he is scheduled to start January 2, 2023.
  - We have made a conditional offer of employment to a second candidate whose hiring process should be complete by December 9, 2022.
  - Interviews continue to fill the remaining three positions.
- Director Hall presented a design services proposal by Evans for the relocation of the 9-1-1 Center, however before proceeding with any potential design discussion a final decision should be made by each City on where the Center will ultimately be located.
- Director Hall advised that Evans recommended the Park Street Lewiston location as it would better meet the needs of the center now and into the future and would be less costly in renovations. Additionally, they shared some other concerns with the Auburn location such as lack of storage, kitchen, adequate restrooms, shared HVAC equipment, and potential acoustic issues.
- Motion to recommend the Park St Lewiston location to the Auburn City Manager and Lewiston City Administrator, contingent on Evans providing written documentation confirming their location recommendation made by Chief Chase, seconded by Chief Moen.
- All in favor, motion passes.

## IT Director's Report

### Radio Project Update

- IT Director McKinley could not attend the meeting, report was presented by Director Hall.
- Both Fire Departments have been moved to the new 800MHz radio system, the changeover went smooth and IT Director McKinley is working with both departments and EF Johnson to resolve a couple of issues that have been identified, such as the audio quality of radio traffic being rebroadcast over the VHF channels for mutual aid partners.
- Both Fire Departments also transitioned to the new Fire Station Alerting system which is working well.
- The 5<sup>th</sup> site at the Auburn Airport has power established, IT Director McKinley will work to confirm all work is complete and also work with Dirigo Wireless to activate the site sometime the week of December 5<sup>th</sup>.

### Operations Manager's Report:

- No report.

### General Discussion:

- N/A

### Next meeting:

- The next meeting will be January 19, 2023 in the Administrative Conference Room at Lewiston City Hall.

### Public Comment:

- No public comment.

### Adjournment:

- Motion to adjourn made by Councilor Clement. Seconded by Mr. Lajoie.
- Meeting adjourned at 08:58.