

# LEWISTON-AUBURN 911 COMMITTEE

## MINUTES

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Date: Thursday, March 20, 2025

Time: 0800

Location: Community Room, Auburn

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### Roll Call:

*Present-* Chief Robert Chase, Chief David St. Pierre, Chief Jason Moen, Fiance Director Tracy Roy, Lewiston City Councilor David Chittim, Patricia Mador, Esq., and Citizen-at-large Liz Allen.

*Not Present-* Chief Mark Caron, Councilor Benjamin Weisner

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

*Secretary-* Katie Gallant

*Guest(s)-*

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

### Approval of Minutes:

- Motion to approve the February 20, 2025, 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 2025 Budget Update

- Director Hall reviewed the February year to date budget report with the Committee.
- Motion to accept the FY 2025 budget report made by Councilor Chittim. Motion seconded by Chief Moen.
- All in favor. Motion passes.

## FY 2024 Financial Audit Report

- Finance Director Roy reviewed the FY 2024 Financial Statement with the Committee. She noted that the City of Lewiston was negotiating interest rates with the bank, and informed the Committee that the Fund Balance is at 8.25%. The Purchasing Policy states that the floor is 6% and the ceiling is 10%.
- Motion to approve the financial report was made by Councilor Chittim. Motion seconded by Chief Moen.
- All in favor. Motion passes.

## Director's Report:

### General Updates

- Director Hall stated that the new Protocol 41 for mental health issues, namely transfers to 988, is being implemented. All employees have been trained and are awaiting licenses.
- Chief Chase added 988 has shown big success according to State data.

## Other Business

### 85 Park Street Update

- Director Hall attended the Lewiston Council meeting on March 18, 2025 and the Council approved reallocating remaining funds from the FY 2020 Radio Project to the Communications Center Relocation to 85 Park Street in Lewiston. He has not had a confirmation of funding from the City of Auburn.
- Chief Moen stated that he thinks Auburn is waiting for official action from Lewiston to make 85 Park Street available for the Center.
- Councilor Chittim felt that it was implied by the commitment of funding but will follow up with the Lewiston Mayor.
- Chief Moen will follow up with the Auburn City Manager.

- Director Hall requests the Committee to approve the execution of contract with Allied Cook to proceed with preliminary design/engineering/preconstruction work for 85 Park Street.
- Finance Director Roy had a few questions regarding some of the language in the proposal.
- Director Hall will review the notes and consult Allied Cook.
- Chief Chase makes a motion to execute the contract with Allied Cook dependent on the approval of funding from the City of Auburn. Seconded by Ms. Mador, Esq.
- All in favor. Motion passes

#### IT Director's Report

##### General Updates

- N/A

#### Operations Manager's Report:

##### Staffing Update

- Operations Manager Cayer updated the Committee that we have three new hires in training. Two are expected to complete training by the end of April.
- He also stated that we have hired an experienced applicant to fill the vacant TC3 Supervisor position. She is scheduled to start April 1<sup>st</sup>.
- Director Hall mentioned that filling these positions will reduce the overtime costs for these vacant positions.

#### General Discussion:

- N/A

#### Next meeting:

- The next meeting will be April 17, 2025 at 08:00 in the Administrative Conference Room at Lewiston City Hall.

#### Public Comment:

N/A

#### Adjournment:

- Motion to adjourn made by Chief Moen. Seconded by Finance Director Roy.
- Meeting adjourned at 08:25.