

LEWISTON-AUBURN 911 COMMITTEE

MINUTES

Date: Thursday, February 22, 2024

Time: 0800

Location: Community Room, Auburn Hall

Roll Call:

Present- Chief David St. Pierre, Chief Jason Moen, Chief Robert Chase, Lewiston City Administrator Heather Hunter, Auburn Councilor Benjamin Weisner, and Patricia Mador, Esq.

Not Present- Chief Mark Caron, Lewiston Councilor Joshua Nagine, and Citizen-at-large Michel Lajoie.

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

Secretary- Katie Gallant

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

Approval of Minutes:

- Motion to approve the January 18, 2024, meeting minutes was made by Chief Moen. Motion seconded by Ms. Mador, Esq.
- All in favor. Motion passes.

Executive Session:

- Motion made to move into executive session to discuss two personnel matters made by City administrator Hunter and seconded by Chief Chase.
- All in favor. Committee entered executive session at 08:01.

- Back in session at 08:15.

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 emphasized that the budget was going to be close this year.
- A motion to accept the FY 2024 year-to-date budget report was made by City Administrator Hunter. Motion seconded by Chief Chase.
- All in favor. Motion passes.

FY 2020 Capital Budget Review

- No Changes to the Capital Budget since previous meeting.
- Department Chiefs were reminded to expend their accessory budgets by April 30, 2024.
- The final benchmark payment to EF Johnson has been sent for processing.

FY 2025 Budget Update

- Director Hall informed the Committee that he met with the City Managers and Finance Directors from Lewiston and Auburn. Both Cities approved presenting the budget as presented. City Administrator Crowell requested that the Committee use \$125,000 from fund balance to help offset the budget increase. Director Hall remarked that that would bring us close to the floor of the Fund Balance Policy.
- After some discussion City Administrator Hunter made a motion to use enough fund balance to reduce to the floor of 6% but calculate the amount to cover any anticipated budget overage and add that back to the fund balance.
- Motion seconded by Ms. Mador, Esq. All in favor, motion passes.

Director's Report:

General Updates

- Director Hall reviewed the Call Statistics and Staffing report with the Committee. According to the research, we are severely understaffed.
- Chief Chase recommended that a Strategic Plan subcommittee be formed to develop a 5-year plan. This would also provide some background information for new Council members that are elected in the future.

- A motion to form a Strategic Plan committee at the next meeting was made by Councilor Weisner. Seconded by City Administrator Hunter.
- All in favor. Motion passes.

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 reviewed the CJIS Security Policy update and stated his concerns with implementation of the dual-factor authentication.
- Chief Chase Recommended he contact the Auburn IT Director. Director McKinley advised that he would be working with all departments to configure the processes.
- The new CAD is expected to go live in March or April of 2025.

Operations Manager's Report:

Staffing Update

- Operations Manager Cayer advised the Committee that our two new trainees are finishing their academy training this week. They both seem to be fast learners and are expected to move through their training quickly.
- Part-time dispatcher Casey Smith has been hired full-time to fill the vacant TC4 position. She will train for a couple of weeks before being assigned to the shift.
- We currently have two vacancies.

General Discussion:

- N/A

Next meeting:

- The next meeting will be March 21, 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 Chase. Seconded by Chief St. Pierre.
- Meeting adjourned at 08:53.