

LEWISTON-AUBURN 911 COMMITTEE

MINUTES

Date: Thursday, January 18, 2024
Time: 0800
Location: Administrative Conference Room, Lewiston Hall

Roll Call:

Present- Chief David St. Pierre, Chief Mark Caron, Lewiston City Administrator Heather Hunter, Auburn Councilor Benjamin Weisner, Lewiston Councilor Joshua Nagine, Patricia Mador, Esq., and Citizen-at-large Michel Lajoie.

Not Present- Chief Jason Moen and Chief Robert Chase

Staff- Director Tim Hall, IT Director Drew McKinley

Secretary- Katie Gallant

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

Election of Officers:

- Director Hall explained to the new Committee members that typically the Chair and Vice Chair alternate between the Cities.
- Motion to elect Chief Chase for Chair, Chief Caron for Vice Chair, City Administrator Hunter for Treasurer, and Mrs. Gallant as Clerk was made by City Administrator Hunter. Motion seconded by Mr. Lajoie.
- All in favor. Motion passes.

Approval of Minutes:

- Motion to approve the December 7, 2023, meeting minutes was made by City Administrator Hunter. 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 Ms. Mador, Esq. and seconded by Chief St. Pierre.
- All in favor. Committee entered executive session at 08:05.
- Back in session at 08:30.

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.
- A motion to accept the FY 2024 year-to-date budget report was made by Ms. Mador, Esq. Motion seconded by Mr. Lajoie.
- 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 before May 1, 2024.
- Director Hall estimated that there would be approximately \$420,000 remaining after all expenses are paid.

FY 2025 Budget Presentation

- Director Hall presented the proposed FY 2025 Budget to the Committee. He is requesting a 13.84% increase over the FY 2024 Budget.
- There were no suggestions to reduce the budget before sending it to the Cities for consideration.
- Ms. Gallant was instructed to reach out to MMA for insurance quotes.

- Ms. Mador, Esq. asked if there were Federal grants to help cover training costs. City Administrator Hunter requested Director Hall to send her amounts spent on Critical Incident Training and Wellness Days.
- It was requested to gather the Industry call statistic average as well as average staffing levels, and overall call volume nationally, statewide, and locally.
- City Administrator Hunter recommended submitting the budget as presented to the Cities.
- Motion to accept the FY 2025 Budget as presented made by City Administrator Hunter. Motion seconded by Ms. Mador.
- All in favor. Motion passes.

Director's Report:

General Updates

- Director Hall reviewed the Call Statistics with the Committee.

IT Director's Report

Radio Project Update

- IT Director McKinley informed the Committee that he has been working with the agency departments on expending their radio accessory funds.

Operations Manager's Report:

Staffing Update

- Operations Manager Cayer advised the Committee that our most recent trainee had given her resignation. We will not be filling that position. Two trainees are starting next week.
- 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.

General Discussion:

- N/A

Next meeting:

- The next meeting will be February 22, 2024 at 08:00 in the Community Room at Auburn City Hall. Please note that this will be the fourth Thursday of the month instead of the regular third Thursday.

Public Comment:

- No public comment.

Adjournment:

- Motion to adjourn made by Councilor Nagine. Seconded by Chief St. Pierre
- Meeting adjourned at 09:08.