

# LEWISTON-AUBURN 911 COMMITTEE

## MINUTES

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Date: Thursday, August 19, 2021  
Time: 0800  
Location: Auburn Lewiston Airport Conference Room

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### Roll Call:

*Present-* Chief Jason Moen, Chief Robert Chase, Assistant Chief Mark Caron, Chief David St. Pierre, Finance Director Heather Hunter, Ms. Patricia Mador, Esq., and Councilor Michel Lajoie.

*Not Present-* Chief Stockdale, Councilor Walker, and Citizen-at-large Wayne Werts.

*Staff-* Director Paul LeClair, IT Director Drew McKinley, and Operations Manager Tim Hall

*Secretary-*

*Guest(s)-*

Meeting called to order by Lewiston Auburn 911 Director, Paul LeClair at 08:00.

### Approval of Minutes:

- Motion to approve the July 22, 2021, Zoom meeting minutes was made by Chief Moen. Motion seconded by Ms. Mador, Esq.
- All in favor. Motion passes.

### Executive Session:

- Motion to enter Executive Session to discuss a personnel matter made by Councilor Lajoie, seconded by Finance Director Hunter. Executive Session commenced at 08:05.

- Executive Session ended at 08:19.

### Financial Report:

#### FY2021 YTD Budget Update

- Director LeClair reviewed the year-to-date FY2021 financial report with the Committee noting that a few more year-end invoice had been paid since the previous meeting.
- Finance Director Hunter will continue with the FY2021 Financial audit and update the Committee when she has a draft completed. The Committee will then discuss any outstanding projects that would benefit the Center by use of FY2021 funds.
- Motion to accept the FY2021 budget report was made by Chief Chase. Seconded by Ms. Mador, Esq.
- All in favor. Motion passes.

#### FY2022 YTD Budget Update

- Director LeClair reviewed the FY2022 year to date budget with the Committee.
- Motion to made by Finance Director Hunter. Seconded by Councilor Lajoie.
- All in favor. Motion passes.

#### Capital Project Financial Report

- Director LeClair reviewed the status of the Capital Project finances with the Committee.
- Chief Chase requested regular reports on agency balances of accessory funds.
- Motion to accept the Capital Project Financial report as presented by Director LeClair was made by Ms. Mador, Esq. Motion seconded by Chief Chase.

### Director's Report:

#### County Dispatch Discussion

- Director LeClair and Chief Moen updated the Committee on the City Managers' positions regarding PSAP Consolidation with Androscoggin County.
- The Cities would like the County Commissioners to entertain a separate Governance Board, negotiations of transition, and a MOU for expectations of services.

- Ms. Mador, Esq. counseled that should the County take on the Lewiston Auburn 9-1-1 Center there may be some legislative steps that need to take place. She recommended that legal council be consulted should the case arise.

#### Radio Donations

- Director LeClair requested that the Committee approve donations of replaced VHF portable radios to the Auburn Lewiston Airport as a thank you for allowing us to use their site for the Radio Tower.
- The Chiefs will verify that they are able to donate the radios and share an inventory with IT Director McKinley to manage valuation of equipment.
- Finance Director Hunter suggested an MOU be drawn up for the Tower space.

#### Policy for Remote Meetings

- Director LeClair presented a draft policy circulated by Brann & Isaacson regarding emergency remote meetings.
- Finance Director Hunter raised the question regarding public notice if the meeting should be held remotely. She recommended Director LeClair reach out to MMA Legal for guidance on the public notice criteria.

#### IT Director's Report

##### Radio Project Update

- IT Director McKinley relayed to the Committee that the Police Departments are ready to go live next week.
- EF Johnson will be arriving on Monday, August 23<sup>rd</sup> and create the timeline for Police Departments to switch over on Wednesday, August 25<sup>th</sup>.
- The plan is to run PD on the system for 30 days and then switch over the Fire Departments. IT Director McKinley will be scheduling training with the Fire Departments over the next 30 days.

#### Operations Manager's Report:

- CALEA will begin their web-based assessment for reaccreditation August 27 through September 4, 2021. The on-site assessment (which will be held remotely this year) is scheduled for October 13 and 14, 2021.
- Operations Manager Hall updated the Committee regarding the Governor's vaccine mandate and how it is affecting the Center.

#### Next meeting:

- The next meeting will be Thursday, September 30, 2021, at 08:00 in the Auburn Lewiston Airport Conference Room.

Public Comment:

- None

Adjournment:

- Motion to adjourn made by Chief Chase. Seconded by Councilor Lajoie.
- Meeting adjourned at 09:05.