

LEWISTON-AUBURN 911 COMMITTEE

MINUTES

Date: Thursday, November 18, 2021
Time: 0800
Location: Auburn Lewiston Airport Conference Room

Roll Call:

Present- Chief Robert Chase, Chief David St. Pierre, Chief Mark Caron, Lewiston City Manager Heather Hunter, Ms. Patricia Mador, Esq., Councilor Tim Macleod, and Councilor Michel Lajoie.

Not Present- Chief Jason Moen and Citizen-at-large Wayne Werts.

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

Secretary- Katie Gallant

Guest(s)-

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

Approval of Minutes:

- Motion to approve the October 21, 2021, meeting minutes was made by Councilor Lajoie. Motion seconded by Chief Chase.
- All in favor. Motion passes.

Executive Session:

- No executive session.

Financial Report:

FY2022 YTD Budget Update

- Director LeClair reviewed the FY2022 year to date budget with the Committee.
- City Manager Hunter will authorize the roll forward to the budget.
- Motion to accept made by Ms. Mador, Esq. Seconded by Councilor MacLeod.
- All in favor. Motion passes.

Capital Project Financial Report

- Director LeClair reviewed the capital projects with the Committee.
 - The microwave has been completed.
 - The initial payment to Green Mountain has been made for the fifth site.
 - Easement for CMP has been approved.
 - Anticipated end of December completion date.
- City Manager Hunter inquired as to when the project financials are expected to be closed out? Director LeClair expects it to be the end of FY 2022.
- The Chiefs requested a monthly report of their accessory balances.
- Motion to accept the Capital Project Financial report as presented by Director LeClair was made by City Manager Hunter. Motion seconded by Chief St. Pierre.
- All in favor. Motion passes.

Director's Report:

- Director LeClair requested approval to employ the services of Communications Design Consulting Group, LLC; Mr. Norm Boucher, to obtain additional 800 MHz frequencies to be assigned as Tactical Talk Around Channels using \$4,200 of contingency funds.
- Motion to approve the request made by City Manager Hunter. Motion seconded by Ms. Mador, Esq.
- All in favor. Motion passes.
- Director LeClair requested approval to award the Police Department "Speaker Mic Bid" to the low bidder meeting specifications. Bid Opening November 30, 2021.

- Councilor MacLeod inquired if the product was sold locally? IT Director McKinley advised that there were no local vendors.
- Motion to accept the bid award request made by City Manager Hunter. Seconded by Chief Chase.
- All in favor. Motion passes.

IT Director's Report

Radio Project Update

- IT Director McKinley updated the Committee on the status of the new radio system and said that he and EF Johnson were addressing dispatcher audio concerns.

Operations Manager's Report:

- Operations Manager Hall informed the Committee that the Center has two vacancies with one candidate undergoing a background investigation and a second candidate was recently interviewed.
- A long-time employee will be retiring December 1, 2021 after which another vacancy will need to be filled.

Next meeting:

- The next meeting will be Thursday, December 16, 2021, at 08:00 in the Auburn Lewiston Airport Conference Room.
- Interviews for the Lewiston Auburn 911 Director will be held the first week of December and a recommendation will be brought to the Committee.
- The FY 2021 Financial Audit will be available for the Committee.

Public Comment:

- None

Adjournment:

- Motion to adjourn made by Chief Chase. Seconded by Councilor Lajoie.
- Meeting adjourned at 08:25.