

LEWISTON-AUBURN 911 COMMITTEE

MINUTES

Date: Thursday, January 20, 2022

Time: 0800

Location: Zoom

Roll Call:

Present- Chief Jason Moen, Chief Robert Chase, Chief David St. Pierre, Lewiston City Administrator Heather Hunter, Ms. Patricia Mador, Esq., Councilor Leroy Walker, Councilor K. Lee Clement, and citizen-at-large Michel Lajoie.

Not Present- Chief Mark Caron

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

Secretary- Katie Gallant

Guest(s)- Brian Martin

Meeting called to order by Lewiston Auburn 911 Director, Paul LeClair at 08:01.

Election of Officers

- Motion to approve Chief Jason Moen as Committee Chair, Chief Mark Caron as Vice Chair, Administrator Heather Hunter as Treasurer, and Office Manager Katie Gallant as Secretary made by Mr. Lajoie. Seconded by Ms. Madore, Esq.
- All in favor. Motion passes.

Approval of Minutes:

- Motion to approve the December 21, 2021, meeting minutes was made by Councilor Walker. Motion seconded by MS. Mador, Esq.

- All in favor. Motion passes.

Executive Session:

- To discuss a personnel matter.
- Motion to enter into executive session made by Councilor Lajoie. Motion seconded by Ms. Mador, Esq.
- All in favor, executive session commences at 08:04.
- Motion to exit executive session made by Councilor Lajoie. Motion seconded by Councilor Walker.
- All in favor. Executive session concludes at 08:15.

Committee Decision

- Administrator Hunter made a motion to accept the employment contract as written for Director Timothy Hall. Motion seconded by Councilor Walker.
- All in favor. Motion passes.
- Motion to extend Director LeClair's employment contract to March 2nd was made by Ms. Mador, Esq. Seconded by Councilor Walker.
- All in favor. Motion passes.
- Director LeClair will work with City Administrator Hunter and Chief Moen on the details.

Financial Report:

FY2022 YTD Budget Update

- Director LeClair reviewed the FY2022 year to date budget with the Committee.
- Motion to accept made by Ms. Mador, Esq. Seconded by Mr. Lajoie.
- All in favor. Motion passes.

Capital Project Financial Report

- There has been no financial activity with the Capital Project aside from the Chiefs' accessory purchases.

FY2023 Budget Presentation

- Director Hall reviewed the proposed budget with the Committee. He highlighted the increases and decreases within the proposal.
- Administrator Hunter recommended the use of \$25,000 of Fund Balance to reduce the budget increase.
- Motion to move forward and present the FY2023 Budget with the recommended \$25,000 in Fund Balance to the City Managers on February 15th was made by Administrator Hunter. Motion seconded by Councilor Walker.
- All in favor. Motion passes.
- Motion to add Juneteenth as a paid holiday to the Lewiston Auburn 911 Holiday calendar was made by Ms. Mador, Esq. Seconded by Chief Moen.
- All in favor. Motion passes.

Director's Report:

- Director Hall informed the Committee of the Center's hiring efforts and that there will be two interviews next week.
- He also thanked the Chiefs for their support through the Center's COVID impacts over the past few weeks.

IT Director's Report

Radio Project Update

- IT Director McKinley has contacted the Chiefs regarding their portable radio needs. Over the next few months current models will be replaced by newer models resulting in a period of time where no radios will be available. It is recommended that the Chiefs order what they need now before they have to wait for product.
- The BDA's have been installed in both Police Departments and are functioning as expected.
- The Fire Station Alerting (FSA) will be coming soon. This will be a new Zetron to replace the existing Zetron.
- The Fifth Site equipment will be coming soon. We are still waiting on the formal letter of approval from the FAA.
- The Fire Departments should be transitioning to the new radio system within the next 6 weeks.
- The radio mics for the Police Departments have been ordered and are scheduled to ship in March.

Operations Manager's Report:

- No Report

Next meeting:

- The next meeting will be Thursday, February 17, 2022, at 08:00 via Zoom.

Public Comment:

- None

Adjournment:

- Motion to adjourn made by Mr. Lajoie. Seconded by Ms. Mador, Esq.
- Meeting adjourned at 08:53.