

LEWISTON-AUBURN 911 COMMITTEE

MINUTES

Date: Thursday, September 15, 2022

Time: 0800

Location: Community Room, Auburn City Hall

Roll Call:

Present- Chief Jason Moen, Chief Robert Chase, Chief David St. Pierre, Chief Mark Caron, Councilor K. Lee Clement, Lewiston City Administrator Heather Hunter, Auburn Citizen Patricia Mador, Esq., and Citizen-at-large Michel Lajoie.

Not Present- Councilor Leroy Walker

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

Secretary- Katie Gallant

Guest(s)- Brian Martin

Meeting called to order by Lewiston Auburn 911 Director, Timothy Hall at 07:59.

Approval of Minutes:

- Motion to approve the August 18, 2022, meeting minutes was made by Chief Chase, seconded by Ms. Mador, Esq.
- All in favor. Motion passes.

Executive Session:

- Motion to go into executive session to discuss a legal matter was made by Mr. Lajoie at 07:59. Motion seconded by Councilor Clement.

Financial Report:

FY 2022 YTD Budget Update

- Director Hall reviewed the FY 2022 year to date budget with the Committee. He anticipates no more major expenses.
- Motion to accept made by Chief Moen. Seconded by Chief Chase.
- All in favor. Motion passes.

FY 2023 YTD Budget Report

- Director Hall reviewed the FY 2023 year to date budget report with the Committee.
- A motion to accept the FY 2023 year to date budget report was made by Chief Chase. Chief Moen seconded the motion.
- All in favor. Motion passes.

FY 2020 Capital Project Financial Report

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

Director's Report:

- Director Hall informed the Committee that we no longer have two new hires in training. One, we had to release from service, and the second, resigned last week.
- We have made a final offer of employment to one candidate and she is scheduled to begin training on November 7, 2022.
- We have made a conditional offer of employment to a second candidate who is currently in the background investigation phase of the hiring process.
- The next Academy training is scheduled to start on November 28, 2022.
- The Center currently has 4 vacancies. Two of which are backfilled by overtime.
- Since July 1, 2022, we have had three employees out on short-term leave resulting in an excess of overtime above the normal summer vacation requests. As of today, all three employees have returned to service.
- There has been an increase in calls for service compared to the same period last year.

IT Director's Report

Radio Project Update

- IT Director McKinley informed the Committee that EF Johnson will be conducting coverage testing in the next couple of weeks.
- He is still waiting on the FAA to approve the power at the Airport site. There will be temporary power during the coverage testing.
- IT Director McKinley will work with the Fire Departments to get them online after the coverage testing has been completed. After which he will begin to disconnect the phone lines that will no longer be needed.
- He will be working with the School Department in Auburn next week to install and train personnel on the new radio system.
- He is waiting on contact with the Lewiston School Department.
- Chief Moen asked if IT Director McKinley had heard of any interference at the end of radio transmissions.
- IT Director McKinley said that he hadn't but if Chief Moen could provide an instance with the date, time, and channel, he could listen back to the transmission and investigate further.

Operations Manager's Report:

- No report.

General Discussion:

- N/A

Next meeting:

- The next meeting will be Thursday, October 20, 2022, at 08:00 in the Administrative Conference Room at Lewiston City Hall.

Public Comment:

- No public comment.

Adjournment:

- Motion to adjourn made City Administrator Hunter. Seconded by Mr. Lajoie.
- Meeting adjourned at 08:22.