

LEWISTON-AUBURN 911 COMMITTEE

MINUTES

Date: Thursday, October 20, 2022

Time: 0800

Location: Administrative Conference Room, Lewiston 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)-

Meeting called to order by Lewiston Auburn 911 Director, Timothy Hall at 08:01.

Approval of Minutes:

- Motion to approve the September 15, 2022, meeting minutes was made by Chief Chase, seconded by Mr. Lajoie.
- All in favor. Motion passes.

Executive Session:

- No executive session.

Financial Report:

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. Ms. Mador, Esq. 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.
- City Administrator Hunter requested that the anticipated Capital surplus be reviewed and submitted with the Center's CIP plan.

FY 2022 UNAUDITED Budget Report

- City Administrator Hunter advised the Committee that the auditors were at the City of Lewiston last week so it made sense to hold off on the budget report until next month.

FY 2024 Capital Improvement Projects (CIP)

- Director Hall informed the Committee that the Center would be pushing the Server Project from FY 2024 to FY 2025 to hopefully line up with the Center's relocation.
- Director Hall recommended to the Committee that the building on Park Street in Lewiston would better fit the Center's needs than the Mill Street building in Auburn because it needs less renovations.
 - Chief Chase asked if it made sense to get the estimated cost of renovations and needs for both buildings for a budgetary discussion before making a decision.
 - City Administrator Hunter added that there may be grant funding for some of the projects that would lessen the expense to the Cities.
 - There was also discussion regarding CALEA guidelines to remain compliant.
 - Director Hall will reach out to the company that did Auburn's Public Safety Building study for guidance.
- Replacement of the HVAC system is also listed in the future in the event the Center is not relocated.

Director's Report:

- Director Hall informed the Committee that the call volume has increased over the last year.
- There are currently four vacancies with four to five potential candidates.
 - 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 whose background investigation is nearing completion.
 - We would like to pick two other candidates from those we are interviewing.
 - City Administrator Hunter recommended we hire all five if we think they are good candidates.
 - Director Hall will take that under consideration.

IT Director's Report

Radio Project Update

- IT Director McKinley informed the Committee that we have received the FAA approval letter. The cabling will be installed in the next week or so.
- IT Director McKinley has been working with the Fire Departments on a transition plan to get them online the week of November 14th.
 - Chief Caron requested to have Director McKinley go to LFD for a Q&A with the Department.
- The City of Lewiston panic alarm has been repaired. The radio that works with it has been damaged. It is getting repaired. Director McKinley will make a temporary fix for the panic alarm to be functioning before election day.
- Director McKinley and Operations Manager Cayer have been training the School Departments in Auburn and Lewiston on the new radio system and with the new radios. Installations are in progress.
- EF Johnson is working on a transition plan and as soon as it is received IT Director McKinley will share it with the Fire Departments.

Operations Manager's Report:

- No report.

General Discussion:

- N/A

Next meeting:

- The next meeting will be Thursday, November 17, at 08:00 in the Community Room at Auburn Hall.

Public Comment:

- No public comment.

Adjournment:

- Motion to adjourn made by Mr. Lajoie. Seconded by MS. Mador, Esq.
- Meeting adjourned at 08:24.