

LEWISTON-AUBURN 911 COMMITTEE

MINUTES

Date: Thursday, January 19, 2023
Time: 0800
Location: Council Chambers, Lewiston City Hall

Roll Call:

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

Not Present- Chief Robert Chase

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 08:00.

Election of Officers

- Motion to approve Chief David St. Pierre as Committee Chair, Chief Robert Chase as Vice Chair, Lewiston City Administrator Heather Hunter as Treasurer, and Office Manager Katie Gallant as Secretary made by Chief Moen. Seconded by Ms. Mador, Esq.
- All in favor. Motion passes.

Approval of Minutes:

- Motion to approve the December 1, 2022, meeting minutes was made by Councilor Clement.

- All in favor. Motion passes.

Executive Session:

- Motion to go into executive session to discuss a personnel matter and Union business was made by Mr. Lajoie at 08:02, seconded by Ms. Mador, Esq.
- Motion to open negotiations with the Dispatcher's Union to discuss wages only was made by Chief Moen. Seconded by Councilor Walker.
- All in favor. Motion passes.

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 Councilor Walker. Motion seconded by Chief Caron.
- All in favor. Motion passes.

FY 2024 Budget Presentation

- Director Hall presented the FY 2024 budget draft to the Committee showing a 9.21% increase over the FY 2023 budget. He asked the Committee for recommendations.
 - City Administrator Hunter recommended encumbering funds annually for maintenance and licensing contracts that cover multiple years.
 - Chief Moen recommended a temporary freeze on the 6 month funded call-taker position. Councilor Walker supported that recommendation. Director Hall will make that change. Director Hall will also reduce the increase in overtime hours.
 - City Administrator Hunter recommended using \$40,000 of Fund Balance to reduce the budget increase. Director Hall will enter that into the budget worksheet.
 - City Administrator Hunter also suggested adjusting open positions' healthcare election to include more than single elections. Director Hall will make the change for future years' budgets.
- Motion to accept the FY2024 budget report made by Mr. Lajoie, seconded by Councilor Walker.

- All in favor. Motion passes.

Director's Report:

- Director Hall updated the Committee on current staffing challenges.
 - Two trainees have voluntarily left the training program.
 - Two are still in training. One is expected to sign-off training soon and the other will be starting their academy training the last week of January.
- Director Hall reached out to both City Managers and they are in agreement to pursue relocation of the 911 Center to 85 Park Street, Lewiston.
- Motion to award the bid to Evans for design in the amount of \$44,000 was made by Chief Moen and seconded by Chief St. Pierre.
- All in favor, motion passes.
- Chief Moen informed the committee that the Androscoggin County Commissioners has approved the use of ARPA funds for IMC upgrades. He does not expect implementation until the first quarter of 2024.

IT Director's Report

Radio Project Update

- IT Director McKinley informed the Committee that all major components of the Radio Project have been implemented. He is currently working on a punch list with EF Johnson to finalize all aspects of the project. IT Director McKinley is also working with the Fire Departments to resolve any issues with the radio transmissions.
- City Administrator Hunter requested a financial status update for the next Committee meeting.

Operations Manager's Report:

- No report.

General Discussion:

- N/A

Next meeting:

- The next meeting will be February 16, 2023 in the Community Room at Auburn City Hall.

Public Comment:

- No public comment.

Adjournment:

- Motion to adjourn made by City Administrator Hunter. Seconded by Councilor Walker.
- Meeting adjourned at 08:55.