



**TO: Clint Deschene, City Manager**  
**FROM: Phyllis Gamache, Lewiston-Auburn 9-1-1 Director**  
**DATE: January 28, 2014**  
**SUBJECT: 9-1-1 Committee Appointments**

The following memo is intended to outline the structure, responsibilities and desired skills of 9-1-1 Committee board members which consists of nine members.

### **9-1-1 Committee Membership**

1. The respective Police and Fire chiefs of both Lewiston and Auburn will be members of the Committee by virtue of their respective offices and in the event of their death, incapacity, resignation or discharge from said offices, their successors shall fill the vacancy thus created.
2. The fifth and sixth member, who must be a resident of either city or a city employee, of the committee shall be nominated by the Mayor and confirmed by the Lewiston City Council pursuant to Article IV, Section 4 of the City Charter, as amended.
3. The seventh and eighth member, who must be a resident of the city or a city employee, of the Committee shall be nominated by the Mayor and confirmed by the Auburn City Council. The appointment of members shall take office at the first meeting in January.
4. In the event that either of the said additional members of the Committee shall cease to be residents of their respective cities, cease to be employed by their respective cities, or should die, become incapacitated or resign from the Committee, a successor shall be appointed to serve for the remainder of the term in the same manner as the original appointments are made.
5. The eight above-named members of the Committee shall elect a ninth member who shall be a resident of Auburn or Lewiston but does not hold any public municipal office nor is a member of any municipal board or Commission. After the election of the ninth member, the ninth member must not be a resident of the same city as the previous ninth member, unless this provision is waived by the opposite municipality. The ninth member of the Committee shall serve a three-year term and thereafter until a successor is appointed.

### **Responsibilities**

1. As detailed by the bylaws governing the Lewiston Auburn Emergency Communications System, the purpose of the Committee is to establish, operate and maintain the 9-1-1 Emergency Reporting Communications System for the Lewiston-Auburn area.
2. At the first January meeting of each year, a Chair, Vice Chair, Treasure and Clerk shall be appointed.

3. The police chiefs of Lewiston and Auburn shall have responsibility for ensuring compliance of the 9-1-1 Committee with the rules and regulations governing access to the Maine Telecommunications and Radio Operations (METRO) system. In the event that the Committee takes action that would result in loss of access by the Committee to the METRO system, the police chiefs of the cities of Lewiston and Auburn, acting together, shall have authority to take such action binding on the Committee as is necessary to preserve the Committee's continued access to the METRO system.
4. The Committee shall meet quarterly or as needed when called by the Chair or majority of the Committee members upon reasonable notice to all members to administer the affairs of the Committee..
5. The Committee will make an annual report of its activities and submit audited financial statements for the preceding fiscal year to the Mayor and Council of the cities of Lewiston and Auburn.
6. The Committee will annually prepare a budget for its next fiscal year, itemizing expenses of operations, maintenance and repairs, costs of contemplated capital improvements, and payments of principal and interest on fixed indebtedness and other borrowing.
7. The Committee is authorized to enter into binding contracts with other persons, corporations and governmental bodies or agencies thereof, including contracts to lease existing buildings upon such terms as the Committee shall approve. The Committee may also negotiate for, receive and use grants and loans from any governmental body or agency which are available for use in the furtherance of any of the purposes of the Committee.
8. When the Committee determines that real or personal property or interests therein in its possession are no longer necessary to the accomplishments of the purposes of the Committee, it may dispose of the same.
9. The Committee will adopt and publish rules and regulations governing the use of the communications center and related facilities.