

LEWISTON-AUBURN 911 COMMITTEE

MINUTES

Date: Thursday, August 18, 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 Leroy Walker, Councilor K. Lee Clement, Auburn Citizen Patricia Mador, Esq., and Citizen-at-large Michel Lajoie.

Not Present- Lewiston City Administrator Heather Hunter

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 08:00.

Approval of Minutes:

- Motion to approve the July 21, 2022, meeting minutes was made by Councilor Walker, seconded by Councilor Clement.
- All in favor. Motion passes.

Executive Session:

- Motion to go into executive session to discuss a personnel matter and a real estate matter was made by Chief Moen at 08:01. Motion seconded by Ms. Mador, Esq.

- Motion to approve a 5% increase to the Office Manager and IT Support Specialist wages as well as a 1.5% increase to the Director and IT Director wages was made by Chief Moen. Motion seconded by Ms. Mador, Esq.
- All in favor. Motion passes.

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 Councilor Walker. Seconded by Chief Moen.
- 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 Councilor Walker. Ms. Mador, Esq. seconded the motion.
- All in favor. Motion passes.

Year-end Purchases

- Director Hall told the Committee that he was going to hold off on discussing year-end purchases until next month's meeting.

Capital Project Financial Report

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

Director's Report:

- Covered in Executive Session.

IT Director's Report

Radio Project Update

- IT Director McKinley informed the Committee that the 911 audio resolution was successful. The audio quality is now clear through the consoles.
- He is still waiting on the FAA to approve the power at the Airport site.

- Coverage testing performed by EF Johnson is reliant on the Airport Tower being operational.
- IT Director McKinley, Director Hall, and Operations Manager Cayer are working with both Fire Departments to get them ready to switch over to the 800 MHz system. EF Johnson would like to come out the week of August 29th to finalize the project.
 - Chief Chase relayed that he was waiting on updated training materials and informed IT Director McKinley that there was an audio issue with the radio mics when under the flow of water.
 - Chief Caron advised that his department was ready for the switch. He inquired on the warranty period of the radios. IT Director McKinley informed him that most of the radios have a 10-year warranty.
 - Chief Moen asked when the base radios would be installed in the schools. IT Director McKinley said that he had reached out to Public Works for the new contact person.

Operations Manager's Report:

- Operations Manager Cayer informed the Committee that three interviews were scheduled for the end of this week and that there would be a couple more the following week.

General Discussion:

- N/A

Next meeting:

- The next meeting will be Thursday, September 15, 2022, at 08:00 in the Community Room at Auburn City Hall.

Public Comment:

- No public comment.

Adjournment:

- Motion to adjourn made Councilor Clement. Seconded by Ms. Mador, Esq.
- Meeting adjourned at 08:29.