

LEWISTON-AUBURN 911 COMMITTEE

MINUTES

Date: Thursday, September 19, 2024

Time: 0800

Location: Administrative Conference Room, Lewiston City Hall

Roll Call:

Present- Lewiston Finance Director Tracy Roy, Citizen-at-large Michel Lajoie, Patricia Mador, Esq., Chief Mark Caron, and Chief David St. Pierre.

Not Present- Chief Jason Moen, Chief Robert Chase, Lewiston City Councilor Joshua Nagine, and Auburn City Councilor Benjamin Weisner..

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.

Approval of Minutes:

- Motion to approve the June 20, 2024, meeting minutes was made by Mr. Lajoie. Motion seconded by Ms. Mador, Esq.
- Four in favor, Director Roy abstained. Motion passes.

Executive Session:

- N/A

Financial Report:

FY 2024 Unaudited Financial Statement

- Director Roy reviewed the FY 2024 unaudited financial statement. She said that the supporting documentation has been sent to the auditor.
 - She noted that there is a \$60,000 purchase order designating funds from fund balance for the first year of the Radio System warranty. The fund balance is below the policy ceiling.
 - Director Hall does not recommend any fund balance spending at this time.
- A motion to accept the FY 2024 unaudited financial statement was made by Mr. Lajoie. Motion seconded by Ms. Mador, Esq.
- All in favor. Motion passes.

FY 2025 Budget Update

- Director Hall reviewed the August year to date budget report with the Committee. He noted that approximately \$3,000 of FY 2024 utility bills was paid in FY 2025 due to not receiving the bill before the close of the FY 2024 fiscal year, despite numerous requests by Office Manager Gallant and Director Roy.
- Motion to accept the FY 2025 budget report made by Director Roy. Motion seconded by Ms. Mador, Esq.
- All in favor. Motion passes.

Director's Report:

General Updates

- No general updates

Other Business

Four-day Workweek

- Director Hall presented a four-day workweek model for the administrative staff to the Committee. This model would continue to have administrative staff in the office Monday through Friday by offsetting employees' schedules (i.e. Monday through Thursday, and Tuesday through Friday), with a longer workday. The modified schedule is proposed to begin Monday, September 30, 2024 and be revisited by the Committee at the December 19, 2024 meeting. The Committee can also choose to revisit this at any time.
- Chief St. Pierre asked if the administrative staff currently worked a 40 hour week or 37.5 hour week. Director Hall stated it was a 37.5 hour week.

- Ms. Mador, Esq. asked if the sick and vacation accruals would change. Director Hall said they would remain the same.
- Motion to approve the Administrative four-day workweek schedule on a trial basis with ability to be revisited by the Committee in December 2024, or any time they see fit, was made by Chief Caron. Motion seconded by Director Roy.
- All in favor. Motion passes.

Consolidation Discussion

- Director Hall informed the Committee that the Androscoggin County Commissioners voted down the consolidation proposal between the Androscoggin County Regional Communications Center and Lewiston Auburn 9-1-1.

Approval of Lease

- Director Hall presented a draft lease with the Androscoggin Amateur Radio Club for installation of an antenna on the River Road radio tower. Payment terms will be stated in the contract.
- Motion to approve the lease made by Director Roy. Seconded by Ms. Mador, Esq.
- All in favor. Motion passes.

IT Director's Report

General Updates

- IT Director McKinley informed the Committee that he, along with Director Hall and Operations Manager Cayer have been working on the new CAD system with the vendor. The tentative Go-live date is the first quarter of 2025, although Director McKinley projects that April or May is more realistic.

Operations Manager's Report:

Staffing Update

- Operations Manager Cayer told the Committee that there have been two new hires since the last meeting. Both came to us with prior experience. One has completed training and the second should complete training in the next couple weeks.
- It was also noted that we still have two vacancies and have an employee out on a long term absence.

General Discussion:

- N/A

Next meeting:

- The next meeting will be October 17, 2024 at 08:00 in the Administrative Conference Room at Lewiston City Hall.

Public Comment:

- No public comment.

Adjournment:

- Motion to adjourn made by Chief Caron. Seconded by Director Roy.
- Meeting adjourned at 08:17.