

# LEWISTON-AUBURN 911 COMMITTEE

## MINUTES

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Date: Thursday, December 19, 2024  
Time: 0800  
Location: Administrative Conference Room, Lewiston

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### Roll Call:

*Present-* Chief Mark Caron, Chief David St. Pierre, Chief Jason Moen, Chief Robert Chase, Lewiston Finance Director Tracy Roy, Auburn City Councilor Benjamin Weisner, Patricia Mador, Esq., and Citizen-at-large Michel Lajoie.

*Not Present-* Lewiston City Councilor Joshua Nagine.

*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 November 20, 2024, meeting minutes was made by Ms. Mador, Esq. Motion seconded by Mr. Lajoie.
- All in favor. Motion passes.

### Executive Session:

- N/A

### Financial Report:

## FY 2025 Budget Update

- Director Hall reviewed the October year to date budget report with the Committee.
- Motion to accept the FY 2025 budget report made by Ms. Mador Esq. Motion seconded by Mr. Lajoie.
- All in favor. Motion passes.

## Director's Report:

### General Updates

- Statistics
  - Medical and Fire calls are slightly up.
  - 9-1-1 calls are down slightly compared to the same period last year.
  - Overtime is reasonable for this time of year.
- Trial Administration Schedule
  - Director Hall recommended keeping the staggered 4-day work week for the Administrative Staff.
  - Motion to keep the 4-day workweek schedule made by Chief Moen. Motion seconded by Finance Director Roy.
  - All in favor. Motion passes.

## Other Business

### Relocation

- Director Hall informed the Committee that he met with Woodard and Curran, and that Operations Manager Cayer and IT Director McKinley did a walkthrough with the Contractor on Monday the 16<sup>th</sup>. They will be supplying a quote for a design/build project anticipated the end of January.
- Director Hall said that he will then bring the quote before the Committee to decide if we need an RFP or if, because of the time constraints, we could choose the Contractor using the Emergency provision.
  - Chief Chase said that he feels there is an advantage to having the same company manage both projects. (The City fo Auburn's Public Safety Building and the Lewiston Auburn 911 relocation to 85 Park Street)
  - Chief Moen asked if there were any grant monies available for the generator.

- Chief Caron said he believed so and it would just depend on the timing of the request.
- Chief Chase recommended ordering long lead items, such as the generator, well in advance to prevent delays.
- Election of At Large Committee Member
  - Director Hall extended his and the Committee's thanks to Mr. Lajoie for his many years of involvement with the 911 Center and most recently his 3-year term as the Lewiston Citizen at Large.
  - Chief Chase nominated Liz Allen as Auburn's Citizen at Large representative for the next three years. Chief Moen seconded the nomination.
  - All in favor.

### IT Director's Report

#### General Updates

- There was some discussion with the Chiefs' regarding moving and demolition. Chief St. Pierre said that Lewiston Police Department should be moved out of 85 Park Street in March of 2025. Chief Chase anticipated demolition of the Auburn Central Fire Station somewhere between March and May of 2026.
- Chief Chase offered to talk to Members of the PUC at his next board meeting regarding the upgrade of the 9-1-1 equipment.

### Operations Manager's Report:

#### Staffing Update

- Operations Manager Cayer informed the Committee that our most recent hire resigned without notice.
- The Center currently has three vacancies. There is one candidate in the final stages of the hiring process. We are hopeful to hire two more in January.
- He noted that operations are going to be strained with 3 trainees as half of our staff is relatively new.

### General Discussion:

- N/A

### Next meeting:

- The next meeting will be January 16, 2025 at 08:00 in the Community Room at Auburn City Hall.

Public Comment:

- The following comment was submitted by Stephen Kotter via the public comment email.
- I suggest that the committee note with thanks and admiration the contributions and commitment to excellence of Ronald J. Riml, who moved to this community in the 1990s to bring professional management to the 911 Center. Ron succeeded, bringing an outsider's neutral, practiced eye to the position despite being suspect as an outside professional with no allegiances to local politicians or institutions.  
Ron recently passed on.

<https://www.wiscassetnewspaper.com/article/ronald-j-riml/253279>

Adjournment:

- Motion to adjourn made by Chief Moen. Seconded by Finance Director Roy.
- Meeting adjourned at 08:32.