

LEWISTON-AUBURN 911 COMMITTEE

MINUTES

Date: Thursday, February 20, 2025
Time: 0800
Location: Administrative Conference Room, Lewiston

Roll Call:

Present- Chief Mark Caron, Chief David St. Pierre, Chief Jason Moen, Fiance Director Tracy Roy, Auburn City Councilor Benjamin Weisner, Lewiston City Councilor David Chittim and Citizen-at-large Liz Allen.

Not Present- Chief Robert Chase, Patricia Mador, Esq.

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 January 16, 2025, meeting minutes was made by Chief Moen. Motion seconded by Ms. Allen.
- Five in favor, two abstained. Motion passes.

Executive Session:

- Motion to enter into executive session for a personnel matter was made by Councilor Weisner. Seconded by Chief St. Pierre.
- All in favor. Committee entered executive session at 08:01.

Financial Report:

FY 2025 Budget Update

- Director Hall reviewed the January year to date budget report with the Committee.
- Motion to accept the FY 2025 budget report made by Councilor Chittim. Motion seconded by Ms. Allen.
- All in favor. Motion passes.

FY 2026 Proposed Budget Update

- Director Hall informed the Committee that his meeting with the Auburn and Lewiston City Managers and the Lewiston Finance Director resulted in a request to use \$60,000 of fund balance with no other changes.
- Motion to apply \$60,000 of fund balance to the FY 2026 Budget request was made by Chief Moen. Motion seconded by Finance Director Roy.
- All in favor. Motion passes.

FY 2024 Financial Audit report will be presented at the March 20, 2025 meeting.

Director's Report:

General Updates

- Statistics
 - Overtime is down slightly due to reduced vacation usage.
 - Call numbers are similar to 2023.

Other Business

85 Park Street Update

- Matthew Cook from AlliedCook Construction Corp. joined the meeting via Zoom to discuss the design/build proposal for 85 Park Street and answer Committee members' questions.
- Director Hall and Mr. Cook informed the Committee that the proposal presented a preliminary budget that both were certain could be refined to result in savings to the project.
- Councilor Chittim asked some questions to make him more familiar with what has steps have already been taken to get to this point in the process.

- Motion to approve AlliedCook Construction Corp. as contractor for the 85 Park Street renovation project. Seconded by Finance Director Roy.
- Six in favor. One abstained. Motion passes

IT Director's Report

General Updates

- IT Director McKinley informed the Committee that E.F. Johnson came in last week and upgraded some of the equipment to provide better audio for the radio system.

Operations Manager's Report:

Staffing Update

- Operations Manager Cayer updated the Committee that we recently hired a third trainee. The other two trainees have almost completed their offsite training.
- The TC3 Supervisor on mornings has left to take a job out of state. We have four candidates and will be finishing interviews this week.

CALEA Web Based Assessment Review

- Operations Manager Cayer recently completed the Center's third year, in a four year cycle, web based assessment. The Center was deemed in compliance of all standards. The fourth year web based assessment will be in August with the on-site assessment scheduled for October.
- Director Hall and Operations Manager Cayer are planning to attend the awards ceremony in the Spring of 2026.

General Discussion:

- Councilor Chittim asked what the average longevity of employees is at the Center. Director Hall explained that it varied and that he would send the Councilor some data.

Next meeting:

- The next meeting will be March 20, 2025 at 08:00 in the Community Room at Auburn City Hall.

Public Comment:

N/A

Adjournment:

- Motion to adjourn made by Councilor Chittim. Seconded by Finance Director Roy.
- Meeting adjourned at 08:47.