

# LEWISTON-AUBURN 911 COMMITTEE

## MINUTES

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Date: Thursday, January 16, 2025

Time: 0800

Location: Community Room, Auburn

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### Roll Call:

*Present-* Chief Mark Caron, Chief David St. Pierre, Chief Jason Moen, Patricia Mador, Esq., and Citizen-at-large Liz Allen.

*Not Present-* Chief Robert Chase, Fiance Director Tracy Roy, Auburn City Councilor Benjamin Weisner, and Lewiston City Councilor David Chittim.

*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.

### Roll Call and Introductions

- Director Hall introduces the two new Committee members Ms. Allen and Councilor Chittam

### Election of Officers

- Director Hall explained to the new Committee members that typically the Chair and Vice Chair alternate between the Cities.
- Motion to elect Chief Caron for Chair, made by Chief St. Pierre and seconded by Chief Moen. All in favor. Motion passes.

- Motion to elect Chief Moen for Vice Chair, made by Ms. Allen and seconded by Chief Caron. All in favor. Motion passes.
- Motion to elect Finance Director Roy for Treasurer, made by Chief Moen and seconded by Ms. Mador, Esq. All in favor. Motion passes.
- Motion to elect Mrs. Gallant as Clerk was made by Chief Moen and seconded by Chief St. Pierre. All in favor. Motion passes.

Approval of Minutes:

- Motion to approve the December 19, 2024, meeting minutes was made by Ms. Mador, Esq. Motion seconded by Ms. Allen.
- All in favor. Motion passes.

Executive Session:

- N/A

Financial Report:

FY 2025 Budget Update

- Director Hall reviewed the December year to date budget report with the Committee.
- Motion to accept the FY 2025 budget report made by Chief Moen. Motion seconded by Ms. Mador, Esq.
- All in favor. Motion passes.

FY 2026 Budget Presentation

- Director Hall presents the proposed FY 2026 Budget to the Committee with a 9.9% increase.
- Motion to present the budget as written made by Ms. Allen. Motion seconded by Ms. Mador, Esq.
- All in favor. Motion passes.

Director's Report:

General Updates

- Statistics
  - Overtime is up slightly due to one resignation and increased vacation usage.

- Call numbers are similar to 2023.
- The 911 Director's annual review is due. He will submit his self evaluation to Chief Chase to share with the Committee and be reviewed in Executive Session at the February meeting.

### Other Business

#### Relocation

- Director Hall informed the Committee that Allied Cook stopped by yesterday to go over some of the space's infrastructure. He told him that they should have an estimate for a design build of 85 Park Street by the end of the month.

### IT Director's Report

#### General Updates

- IT Director McKinley relayed that the State of Maine is requiring that all Agencies update their Microsoft Operating System to Windows 11 by October 2025, or they will no longer provide access to 911 systems.

### Operations Manager's Report:

#### Staffing Update

- Operations Manager Cayer informed the Committee that we recently hired two candidates and they have started training. A third candidate is completing the final stages of the hiring process.
- We have enrolled one employee in the Certified Training Officer course.
- We plan to post for existing open positions in a couple of months.

### General Discussion:

- N/A

### Next meeting:

- The next meeting will be February 20, 2025 at 08:00 in the Administrative Conference Room at Lewiston City Hall.

### Public Comment:

N/A

Adjournment:

- Motion to adjourn made by Chief St. Pierre. Seconded by Ms. Mador, Esq.
- Meeting adjourned at 08:20.