



**City of Biddeford**  
**Joint Biddeford-Saco Committee**

January 8, 2026 at 12:00 PM  
Second Floor Conference Room  
205 Main St

1. Roll Call
2. Discussion/Review
  - 2.a Motorola Flex-Subscription Computer Aided Dispatch/Records Management System (CAD/RMS) - MOU discussion
  - 2.b General Assistance Discussion
3. Other Business
4. Adjourn

## MEMORANDUM OF UNDERSTANDING

Between the City of Biddeford Police Department and the City of Saco Police Department For Shared Use of the Motorola Flex Subscription Computer-Aided Dispatch/Records Management System (CAD/RMS) and First Light for fiber.

This Memorandum of Understanding (MOU) establishes the terms and conditions under which the City of Biddeford Police Department ("Biddeford PD") and the City of Saco Police Department ("Saco PD") will share access to, use, and cost of, the Computer-Aided Dispatch and Records Management System (CAD/RMS) and fiber from First Light (hereinafter "the System").

The purpose of the MOU is to improve operational efficiency, enhance information sharing, promote interagency coordination, and reduce overall system costs through a shared technology solution for both cities. Both agencies recognize the benefits of operating under a unified CAD/RMS platform to improve interoperability and data integration.

The total cost for the acquisition and implementation of the CAD/RMS System for a term of ten years is \$2,670,000.00. The total cost shall be financed over an agreed 10-year term resulting in approximate annual payments of \$267,000.00 per year. The annual cost is \$133,500.00 per year, per community, for the life of the contract. Each City shall also split the cost of the fiber lease with First Light which currently amounts to \$5,400.00 annually, which is a shared cost of \$2,700.00 per community. The Cities agree to share the total cost of the System as follows:

City of Biddeford: 50%  
City of Saco: 50%

Each City shall be responsible for its proportional share of annual payments for the life of the contract; however, it is expressly understood that because this MOU extends into more than one fiscal year, if sufficient funds are not appropriated by the councils of either City, then either City may terminate this MOU without penalty. Payments will be made in accordance with the contract and a financing schedule mutually approved by both Cities, consistent with applicable municipal finance laws and procurement regulations.

The City of Biddeford shall serve as the primary system and contracting entity with the vendor. The City of Saco shall have full access to the System, including all user features, records functions, and data necessary for law enforcement operations.

Both Cities agree that data entered by each department shall remain the property and responsibility of that department, except where joint investigations or dispatch operations require shared access. Both Cities agree to abide by applicable government records protection, preservation, and disposition requirements under 5 M.R.S. §95-B and the provisions of Maine's Freedom of Access Act. The Cities agree to be solely responsible for any violations of said statutory requirements and shall hold harmless and indemnify the other for any such violation.

Coordination of ongoing software maintenance, updates, and technical support shall be determined by mutual agreement between the Chief of Police of each community as needed, in consultation with the Information Technology department of each community.

This MOU shall take effect upon execution by the authorized officials of both parties and shall remain in effect for the duration of the financing term and any subsequent maintenance agreement, unless terminated by mutual written consent or as otherwise specified herein.

In the event of a dispute arising out of or relating to this MOU, the parties agree to first attempt to resolve the matter through good faith negotiations. If the dispute cannot be resolved through negotiations within thirty (30) days, the parties may submit the dispute to a mutually agreed upon mediator.

This MOU becomes effective upon signature by the authorized officials of both the City of Biddeford and the City of Saco.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding on the dates indicated below.

**Chief JoAnne Fisk**  
**Biddeford Police Department**

**Chief Jack Clements**  
**Saco Police Department**

**Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Truc Dever**  
**City Manager (Biddeford)**

**Emily Cole-Prescott**  
**Interim City Administrator (Saco)**

**Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_

DRAFT - Pending Council Review