



Janet T. Mills
Governor

STATE OF MAINE
FIREFIGHTER & LAW ENFORCEMENT ADVISORY COMMITTEE
61 State House Station
Augusta, ME 04333-0061

Fire Fighters & Law Enforcement Advisory Committee Meeting
November 12, 2025, Meeting Minutes
Microsoft Teams Meeting
Burton M. Cross Building
111 Sewall Street
Conference Room 400
Augusta, ME 04333

Committee members in attendance: Chief Richard Caton, Dan Felkel, Paul Gaspar, Ronnie Green, Shonna Poulin-Gutierrez.
(TOTAL = 5)

Committee members absent: John Martell.

Others present: Susan Ryerson, Neva Parsons, Charles Luce – Employee Health, Wellness, and Workers’ Compensation.

Agenda Item	Discussion	Action / Next Steps
I. Call to Order (8:34 A.M.)	Shonna Poulin-Gutierrez called the meeting to order.	
II. Introductions		
III. Approval of Meeting Minutes	Meeting minutes from August 13, 2025, were reviewed.	A motion to accept the August 12, 2025, meeting minutes was made by Chief Richard Caton. Ronnie Green seconded the motion. The motion was approved.
IV. OTHER BUSINESS		
a. Quorum Requirements	Shonna Poulin-Gutierrez reviewed the By-laws pertaining to quorum requirements and opened them up for discussion.	Ronnie Green supported the quorum requirements and stated they were good the way they are, no changes needed.
b. Legislative Update	Susan Ryerson provided updates on the Open Enrollment activity. The results for October show that one member has enrolled and paid the lump sum amount in full.	Susan Ryerson will give an update for November and the final results for October and November combined.



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c. Membership Update	<p>Susan Ryerson presented membership numbers effective August, September, and October 2025.</p> <ul style="list-style-type: none">• Total participating municipalities is 78.• New hires, actively contributing members increased by 52.• 77 new hires waived participation.• 4 members withdrew.• 16 members terminated.• Total contributing membership is 767. <p>MainePERS credits 130 members' subsidies through retirement checks:</p> <ul style="list-style-type: none">• MMEHT - 59 participants• Cigna - 25 participants• Anthem - 18 participants <p>Direct Reimbursement:</p> <ul style="list-style-type: none">• 28 retirees are reimbursed monthly.	
d. Open Discussion	<p>Susan Ryerson presented the upcoming 2026 meetings:</p> <p>February 11, 2026 May 13, 2026 August 12, 2026 November 4, 2026</p> <p>All meetings will be held from 8:30 AM – 10:00 AM in Conference Room 400 at the State of Maine's Burton Cross Building (111 Sewall Street, Augusta, Maine) and through Microsoft Teams.</p>	
V. Adjourn Meeting (9:04 am)	<p>Shonna Poulin-Gutierrez adjourned the meeting. The next meeting is February 11, 2026, from 8:30 am to 10:00 am.</p>	<p>Chief Richard Caton made a motion to adjourn. Paul Gaspar seconded the motion. Motion was approved.</p>