

Fire Fighters & Law Enforcement Advisory Committee Meeting



**June 11, 2020
8:30 am to 9:30 am**

ZOOM Meeting and Dial Conference Number 1-877-455-0244 PIN# 2177171953

Committee members in attendance: Chief Phillip Hamm, John Martell, Paul Gaspar, Ronnie Green, Kurt Caswell, Exec. Director Employee Health & Benefits, Joan Hanscom, Program Administrator Employee Health & Benefits Daniel Felkel, Chief Richard Canton

Committee members absent: none

Others present: Mr. Henry Beck, State of Maine Treasurer

Agenda Item	Discussion	Action/Next Steps
I. Call to Order (8:32pm)	Kurt Caswell called the meeting to order	
II. Approval of Meeting Minutes	Meeting minutes from June 11, 2020 were reviewed.	No changes to the meeting minutes were requested. John Martell motioned to accept the meeting minutes. Seconded by Philip Hamm. Motion Approved.
III. Legislation Update	None	
IV. Membership Update	None	
V. Financial Reports:	Kurt Caswell gave a brief update that the State is moving forward with transitioning the FF-LEO monies into a dedicated Trust effective July 1, 2020. Mr. Henry Beck, State of Maine Treasurer, spoke with the Advisory Committee regarding the process in which the Trust will be set up effective July 1, 2020. Mr. Beck will confirm the monies which will be transferred and what operating cost will be retained. Mr. Beck explained to the Advisory Committee that they may want to establish a Trust Charter. Mr. Beck indicated he would draft a Trust Charter for the Advisory committee to review at their next meeting and a Memorandum of Understanding. The Advisory Committee needs to decide who they want as trustees and how many.	Kurt Caswell and Henry Beck
V1. Updates	The Advisory Committee reviewed the final language which is to be incorporated into the Appeals section of the Bylaws. Extensive discussion took place regarding the formal process.	John Martell made a motion to accept the Appeals language and incorporate it into the Bylaws. Chief Richard Canton seconded. Motion approved.

a. Town of Saco Appeal	Joan Hanscom has communicated directly with the Town of Saco regarding the new formal Appeals process. An email outlining the process was sent to the Town along with the Appeal form. The Town forwarded the email to affected employees. The appeals must be generated from the member not the Town.	Joan Hanscom is requested to send letters directly to the two employees along with the enclosed Appeal form with an explanation of the timeline in which the appeal must be received.
V11. New Business:	Kurt Caswell explained that he is in the exploration phase of replacing the Excel data bases used for the current recording, eligibility, financials and documentation process for the FF-LEO Program with Microsoft dynamics. Kurt Caswell is obtaining more information regarding transition of data cost, monthly fees, setup cost, security issues, on-line capabilities and installation timelines thru the State of Maine's Office of Information Technology for Microsoft Dynamics. He will also inquire to see if some of the monthly fees and setup cost can be spread across the State of Maine and Maine Teachers Trusts. The Advisory Committee discuss the current process in which everything from 2007 to present is stored in Excel spreadsheets.	Kurt Caswell/Joan Hanscom will follow up.
V111. Other Business:	None	
V11II. Adjourn Meeting (2:50 pm)	Next meeting June 25, 2020 8:30 to 10:00	Motion to adjourn made by Ronnie Green and seconded by Paul Gaspar. Motion Approved.

JH 6.17.20