

## Fire Fighters & Law Enforcement Advisory Committee Meeting



**June 1, 2022  
8:30 am to 10:00 am**

**MICROSOFT TEAMS Meeting/Dial Conference Number 207-209-4724 ID# 247238531# PIN35140**

Committee members in attendance: Ronnie Green, Daniel Felkel, Chief Richard Caton, Paul Gaspar, John Martell, Chief Phillip Hamm, Shonna Poulin-Gutierrez, Employee Health & Wellness, Joan Hanscom, Employee Health & Wellness

Committee members absent: None

Others present: None

Agenda Item	Discussion	Action/Next Steps
<b>I. Call to Order (8:33am)</b>	Shonna Poulin-Gutierrez called the meeting to order.	
<b>II. Approval of Meeting Minutes</b>	Meeting minutes from March 2, 2022 were reviewed	A motion to accept the March 2, 2022 meeting minutes was made by Chief Richard Caton. Seconded by Paul Gaspar. Motion approved to accept the March 2, 2022 meeting minutes.
<b>III. Legislation Update</b>	Shonna Poulin-Gutierrez presented the Policy for Remote participation. Shonna explained that usually 1.5 hours is considered a significant distant. Shonna explained that the State of Maine has the capability to have hybrid meetings which will offer a combined remote and in person meetings. The State of the COVID pandemic could also have a bearing on attending meetings remotely. If a member or committee member wants to join remotely, they will have that option.	The Policy for Remote Meetings was presented again because there was some minor changes and clarifications. John Martel asked for guidance about the remote policy provision for travel considerations. Discussion to clarify the distant requirement ensued which offered guidance to the Advisory Committee. Paul Gaspar made a motion to approves the Policy for Remote meetings. It was second by John Martel. Motion approved to accept the Policy for Remote Meetings participation. Ronnie requested that for the September meeting that a conference room option be made

		available for anyone who would like to attend in person. Joan Hanscom informed the Advisory Committee that a conference room has already been reserved for the September 7, 2022 meeting at the Burton Cross building on the fourth floor. Room 400.
<b>IV. Financial Reports</b>	None	
<b>V. Membership Update</b>	None	
<b>V1. Updates</b>	Shonna Poulin-Gutierrez reviewed with the Advisory Committee the outline of the administrative rules. There was discussion regarding the Advisory's Committee's ability to have oversight and latitude to make changes to the program as necessary. The language was strengthened to accommodate this request.	Ronnie Green, Dan Felkel in conjunction with Paul Gaspar supplied the wording they wanted to see in the administrative rules document. Stronger language for the Advisory Committee's oversight provision was added to the administrative rules. The Advisory Committee is satisfied that the additional language will give them the latitude to make changes as necessary. John Martel made a motion to approve the revised administrative rules for content and Paul Gaspar seconded the motion with the only changes that will be made will be formatting changes. Motion approved. Joan Hanscom will send sent out the approved administration rules once the formatting has been revised.
<b>a. Appeals</b>	None	
<b>V11. New Business:</b>	None	
<b>V111. Other Business:</b>	Shonna Poulin-Gutierrez announced that Joan Hanscom, will be transitioning to a Supervisory Role in the Office of Employee Health & Wellness. There will be a new contact for the FF-LEO Program, Susan Ryerson. Joan will be training Susan providing education and guidance on the FF-LEO Program.	

**V1111. Adjourn Meeting (9:01 am)**

Next meeting September 7, 2022 @ 8:30 to 10.00 am. It will be held both virtual and in person. Conference room 400, fourth floor Burton Cross Building, 111 Sewall Street, Augusta, ME.

John Martel made a motion to adjourn. Seconded by Dan Felkel. Motion approved.

JH 6.30.2022