

Fire Fighters & Law Enforcement Advisory Committee Meeting



**December 10, 2020
8:30 am to 10:00 am**

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

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

Committee members absent: Chief Phillip Hamm

Others present: Jack Moore, Harpswell Advisors, Tim Baylor, Harpswell Advisors, Kurt Caswell, Employee Health & Wellness

Agenda Item	Discussion	Action/Next Steps
I. Call to Order (8:32am)	Shonna called the meeting to order	
II. Approval of Meeting Minutes	Meeting minutes from August 13, 2020 were reviewed.	Ronnie Green made a motion to accept the August 13, 202 meeting minutes. Seconded by John Martell. Motion approved.
III. Legislation Update	None	
IV. Membership Update	None	
V. Financial Reports:	Jack Moore from Harpswell Associates gave an overview of the Firefighter's Law Enforcement portfolio versus the composite benchmark returns. The fourth quarter (from October to November 30 th) the Firefighter's Law Enforcement portfolio has returned higher than the benchmark. Jack reviewed the long-term portfolio goals and reviewed the Best Practices regarding investments. He shared a link to a Harpswell presentation regarding Best Practices for the Committee to review at their convenience. Jack has requested that reporting regarding the financials be reported 30 days after the end of each quarter.	
V1. Updates	Shonna Poulin-Gutierrez gave a draft overview on the establishment of administrative responsibilities and guidelines for the Office of Employee Health & Wellness to administer the FF-LEO Program. Shonna explained that there needed to be clarity to the administrative functions, FF-LEO Advisory Committee's roles and responsibilities, Investment	Shonna Poulin-Gutierrez

	policies and distribution of expenses. Extensive discussions took place regarding the roles and responsibilities of both the Office of Employee Health & Wellness and the FF-LEO Advisory Committee. The conversation was tabled to be discussed further at the next meeting in January.	
a. Town of Saco Appeals	The two Appeals are still pending. Shonna explained she has been in discussions regarding the appeal situations with Attorney General's office. Background discussion ensued and it was agreed to table the matter till next meeting.	Shonna Poulin-Gutierrez
V11. New Business:	None	
V111. Other Business:	None	
V11II. Adjourn Meeting (10.32am)	Next meeting to be determined after AG's office confirms attendance	Motion to adjourn made by John Martell and seconded by Paul Gaspar. Motion Approved.

JH 12.16.20