

Fire Fighters & Law Enforcement Advisory Committee Meeting



**March 2, 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, Joan Hanscom, Employee Health & Wellness, Shonna Poulin-Gutierrez, Employee Health & Wellness, Chief Richard Caton, Paul Gaspar,

Committee members absent: John Martell, Chief Phillip Hamm

Others present: Erica Brown, Employee Health & Wellness, Kurt Caswell, Employee Health & Wellness

| Agenda Item | Discussion | Action/Next Steps |
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| I. Call to Order (8:33am) | Shonna Poulin-Gutierrez called the meeting to order. | |
| II. Approval of Meeting Minutes | Meeting minutes from February 9, 2022 were reviewed | Ronnie Green made a motion to accept the February 9, 2022 meeting minutes, seconded by Dan Felkel. Motion approved to accept the February 9, 2022 meeting minutes. |
| III. Legislation Update | Shonna Poulin-Gutierrez presented the Policy for Remote participation. Shonna explained that usually 1.5 hours is considered as significant distant. Shonna suggested that the FF-LEO bylaws can be adjusted to allow remote meetings option anytime for all meetings. Shonna explained that the State of Maine has the capability to have hybrid meetings which will offer a combined remote and in person meetings. There is the flexibility to offer both. The next meeting will be on June 1 st and will be a combination of both in person and virtual. This is subjected to change based on the COVID situation at the time of the June meeting. | Paul Gaspar wanted it clarified that retirees may want to join the meeting remotely but may not be able to join in person due to transportation issues. Ronnie Green asked for a definition of significant distant. Further discussion ensued regarding participation versus remote meeting participation. Ronnie Green made a motion to adopt the Policy for Remote Participation. Paul Gaspar seconded. Motioned approved. |
| IV. Financial Reports | None | |

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| V. Membership Update | Joan Hanscom presented the enrollment number regarding membership numbers. There has been an increase in the number of retirees collecting. | |
| V1. Updates | Kurt Caswell reviewed with the Committee the outline of the administrative rules. Kurt will make sure the final edition has all the Committee's changes. Kurt added the Advisory's request to be able to adjust the rules as needed. | Kurt will make sure to label the document as the final edited version and will date it. The final document will be presented at the June 1, 2022 meeting for approval. |
| a. Appeals | None | |
| V11. New Business: | Shonna Poulin-Gutierrez confirmed that the Committee will be going to a quarterly schedule. | The Committee agreed to the following meeting schedule: March 2, 2022, June 1, 2022, September 7, 2022, and December 7, 2022. |
| V111. Other Business: | None | |
| V1111. Adjourn Meeting (9:20 am) | Next meeting June 1, 2022 @ 8:30 to 10.00 am. | Motion to adjourn made by Paul Gaspar and seconded by Ronnie Green. Motion Approved. |

JH 3.14.2022