

## Fire Fighters & Law Enforcement Advisory Committee Meeting



**April 7, 2021  
10:00 am to 11:00 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: Kurt Caswell, Employee Health & Wellness

Agenda Item	Discussion	Action/Next Steps
<b>I. Call to Order (10:03am)</b>	Shonna called the meeting to order	
<b>II. Approval of Meeting Minutes</b>	Meeting minutes from March 11, 2021 were reviewed.	Chief Richard Caton made a motion to accept the March 11, 2021 meeting minutes. Seconded by John Martell. Motion approved.
<b>III. Legislation Update</b>	LD #37 was passed 3/17/2021 as emergency legislation that made technical adjustments to the previous law.	
<b>IV. Financial Reports</b>	None	
<b>V. Membership Update</b>	None	
<b>VI. Updates</b>	Shonna gave a recap of the discussion from the previous meeting regarding the Office of Employee Health & Wellness administrative roles and responsibilities. A lengthy discussion ensued surrounding the Office of Employee Health & Wellness development of rules, responsibilities and policies with recommendations from the FF-LEO Advisory Committee. Clarity of expectations and roles will continue to evolve. Shonna discussed further training with municipalities would be beneficial. She suggested that a document be developed to outline the responsibilities for the employees and municipal staff along with additional training of the municipalities staff /personnel who administer the program at the towns. The draft document of roles and responsibilities will be reviewed, revised and updated as needed. This	Shonna Poulin-Gutierrez

	document may be adjusted as necessary. Shonna was asked to get more clarity and information regarding the development and administration of the operating funds and expenses for the office of Employee Health & Wellness and confirm when monies are transferred over to the Trust account.	
<b>a. Town of Saco Appeals</b>	Shonna explained based upon the guidance supplied to her from the Office of the Attorney General, the Office of Employee Health & Wellness will be refunding \$3894.73 to the Town of Saco for Jason Decker and Donald Fiske for erroneous contributions taken by the Town of Saco while they were not in FF-LEO eligible positions. Ronnie Green, Chief Richard Caton, Paul Gasper, Dan Felkel and John Martell all were in strong opposition of refunding the monies back to the Town of Saco.	Shonna Poulin-Gutierrez
<b>V11. New Business:</b>	None	
<b>V111. Other Business:</b>	None	
<b>V1111. Adjourn Meeting (11.26am)</b>	Next meeting 4.28.2021 @ 8:30 to 10:00 am	Motion to adjourn made by John Martell and seconded by Chief Richard Caton. Motion Approved.

JH 4.14.2021