

Fire Fighters & Law Enforcement Advisory Committee Meeting



**August 13, 2020
8:30 am to 10:00 am**

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

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

Committee members absent: Kurt Caswell, Employee Health and Wellness

Others present: Henry Beck, State Treasurer, Jack Moore, Harpswell Advisors

Agenda Item	Discussion	Action/Next Steps
I. Call to Order (8:32 am)	Shonna called the meeting to order	
II. Approval of Meeting Minutes	Meeting minutes from July 9 th and July 23, 2020 were reviewed.	Ronnie Green made a motion to accept the July 9, 2020 meeting minutes. Seconded by Paul Gaspar. Motion approved. Paul Gaspar made a motion to accept the July 23, 2020 meeting minutes. Seconded by Dan Felkel. Motion approved.
III. Legislation Update	None	
IV. Membership Update	None	
V. Financial Reports:	Jack Moore, Harpswell Advisors gave an update regarding the investment of the FF-LEO monies. Jack explained how they will be investing the FF-LEO Trust monies and the rate of returns expected. Jack explained the long-term asset policy strategies. The FF-LEO Trust monies will be held by Pershing thru Melon Bank. Reports will be available monthly and quarterly. Due to the needs of Harpswell Advisors to have adequate time to review the first quarter of the FF-LEO Trust financials, it was recommended to change the next meeting date from 10/08/2020 to 10/22/2020.	Shonna Poulin-Gutierrez <ul style="list-style-type: none"> • Distribution expectations - Protocols for distribution if applicable John Martell made a motion to change the next meeting date to October 22, 2020. Seconded by Ronnie Green. Motion approved.
V1. Updates	Henry Beck reviewed with the FF-LEO Advisory Committee the final version of the Memorandum of Understanding. The document has been	Ronnie Green made a motion to accept the Memorandum of Understanding between the Office of State Controller and Office of the

	<p>signed by Henry Beck, Office of the State Treasurer and Douglas Cotnoir, Office of the State Controller.</p> <p>Shonna Poulin-Gutierrez discussed the need for rules of guidance and expectations regarding the administration of the FF-LEO program and FF-LEO Advisory Committee. She and Kurt Caswell have been working with the Attorney General's office for clarity and direction based upon the laws of the program. Clear definitions of how the plan is to be administered regarding the collection of erroneous monies, Municipalities expectations and responsibilities, members responsibilities and understandings and proper administration by the Office of Employee Health and Wellness.</p>	<p>State Treasurer for the FF-LEO Trust. Seconded by Dan Felkel. Motion approved.</p> <p>Shonna Poulin-Gutierrez, Kurt Caswell and Joan Hanscom</p> <ul style="list-style-type: none"> • Clarity of operating administration and processes • Expenses and budget for FF-LEO administration and distribution of monies • Defined roles and responsibilities of FF-LEO Advisory Committee and Office of Employee Health and Wellness regarding program administration.
a. Town of Saco Appeals	<p>Appeals Committee met to review appeals from Jason Decker and Donald Fiske from the Town of Saco. Extensive discussions surrounding their situations took place.</p>	<p>Motion made by Ronnie Green to deny both appeals. Seconded by Chief Phillip Hamm. Motion approved. Notice of the motion will be provided to the Office of the Employee Health and Wellness for review with the Office of the Attorney General for further guidance.</p>
V11. New Business:	None	
V111. Other Business:	None	
V11II. Adjourn Meeting (9:21am)	Next meeting December 10, 2020 8:30 to 10:00.	Motion to adjourn made by John Martell and seconded by Dan Felkel Motion Approved.

JH 10.9.20