**Fire Fighters & Law Enforcement Advisory Committee Meeting**

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**May 28, 2020**

**130 to 3:00 am**

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

Committee members in attendance: Chief Phillip Hamm, John Martell, Paul Gaspar, Ronnie Green, Kurt Caswell, Exec. Director Employee Health & Benefits, Joan Hanscom, Program Administrator Employee Health & Benefits

Committee members absent: Daniel Felkel, Chief Richard Canton

Others present: none

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| Agenda Item | Discussion | Action/Next Steps |
| I. Call to Order (1:32pm) | Kurt Caswell called the meeting to order |  |
| II. Approval of Meeting Minutes | Meeting minutes from May 18, 2020 were reviewed. | No changes to the meeting minutes were requested. Ronnie Green motioned to accept the meeting minutes. Seconded by John Martell. Motion Approved. |
| III. Legislation Update | None |  |
| IV. Membership Update | None |  |
| V. Financial Reports: | Kurt Caswell gave a brief update that the State is moving forward with moving the FF-LEO monies into a dedicated Trust effective July 1, 2020. Kurt has requested someone from either the State of Maine Treasury Department or Harpswell Advisors to attend the next meeting (June, 11 @8:30) to explain the Trust setup process, responsibilities and reporting available to the FF-LEO Advisory Committee. | Kurt Caswell |
| V1. Updates | The Advisory Committee reviewed the draft language and process for appeals. Extensive discussion took place regarding the formal process. Minor changes were recommended and made to the Appeals document. | Ronnie Green made a motion to accept the Appeals language and incorporate it into the Bylaws. John Martell seconded. Motion approved. |
| 1. Town of Saco Appeal | The Town of Saco sent correspondence requesting refunds for two current employees who were erroneously continued to be enrolled in the Fire Fighters & Law enforcement Subsidy Program after they were no longer in eligible positions. | Joan Hanscom to reach out to the Town of Saco and inform them of the new Appeals process for the members to follow. The appeals must be generated from the member not the Town. |
| V11. New Business: | None |  |
| V111. Other Business: | None |  |
| V11II. Adjourn Meeting (2:50 pm) | Next meeting June 11, 2020 8:30 to 11:30 | Motion to adjourn made by John Martell and seconded by Paul Gaspar. Motion Approved. |

JH 5.29.20