

Fire Fighters & Law Enforcement Advisory Committee Meeting



July 9, 2020

8:30 am to 9:30 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 Employee Health & Benefits, Joan Hanscom Employee Health & Benefits, Daniel Felkel, Chief Richard Caton, John Martell

Committee members absent: Kurt Caswell, Employee Health & Benefits

Others present: Jack Moore, Harpswell Advisors

Agenda Item	Discussion	Action/Next Steps
I. Call to Order (8:32pm)	Shonna Poulin-Gutierrez called the meeting to order	
II. Approval of Meeting Minutes	Meeting minutes from June 25, 2020 were reviewed.	A Motion to accept the minutes was made by Ronnie Green and seconded by John Martell. Motion approved.
III. Legislation Update	None	
IV. Membership Update	None	
V. Financial Reports:	Jack Moore, Harpswell Advisors gave an update regarding the transition of the FF-LEO monies into a dedicated Trust effective July 1, 2020. The monies have not been transferred as of July 9 th but it is in process. Jack explained how they will be investing the FF-LEO Trust monies. Jack explained the long-term asset policy strategies. Jack needs a statement of the mid to long term goals for the Trust. Clarification of how distributions are to be administered is also required. Jack gave the Advisory Committee information regarding Harpswell's Investment Portfolio and protocols. The FF-LEO Trust monies will be held by Pershing thru Melon Bank. Reports will be available monthly and quarterly. Jack to supply a draft of the investment agreement and investment policies. The Advisory Committee is looking for the Memorandum of understanding, language for the mission and goals, long term investment strategies, expectations and protocols for distribution and clarity of operating funds.	Henry Beck <ul style="list-style-type: none"> • Draft of the memorandum of understanding • More clarity on LD 1664 how the monies are to be handled • Confirmation that the monies have been transferred and how much • Clarity of operating expenses and the fund • Mission statement and goals • Time Horizon for investing long term • Distribution expectations - Protocols for distribution if applicable Jack Moore <ul style="list-style-type: none"> • Draft of the Trust documents • Investment Agreement

		<ul style="list-style-type: none"> • Investment policies and statement • Long Term Asset policy information regarding benchmarks and performance expectations
V1. Updates	Additional position for the FF-LEO Program	Shonna Poulin-Gutierrez/Kurt Caswell <ul style="list-style-type: none"> • Confirmation of additional position • Justification, workload and expectations of additional position
a. Town of Saco Appeals	Appeals Committee met to review appeals from Jason Decker and Donald Fiske from the Town of Saco. Extensive discussions surrounding their situations took place.	Motion made by Ronnie Green to deny both appeals. Seconded by Chief Phillip Hamm. Motion approved. Correspondence on the appeals will go out to the members.
V11. New Business:	None	
V111. Other Business:	None	
V11II. Adjourn Meeting (9:43 pm)	Next meeting July 23, 2020 8:30 to 10:00.	Motion to adjourn made by Ronnie Green and seconded by chief Phillip Hamm. Motion Approved.

JH 7.15.20