State of Maine

LOSAP Board of Directors Meeting Minutes

February 12, 2018

Attendees: Bill Gillespie, Bill Hussey, Jeff Brackett, Brent Libby and Fred Brewer

Stephan Bunker and Tim Nichols were excused

Guests: Dan Brooks and Maine Fire Protection Services Commission

The meeting was called to order by Bill Gillespie at 10:01

Minutes from the board meeting held in January were presented for approval. Bill Hussey made a motion to approve the minutes, Jeff Brackett seconded the motion. The minutes were then approved by all the trustees in attendance.

Fred Brewer gave an update on his conversations with Terry Hayes, State Treasurer and with Chris Mann, Asst. AG about our representative for the Attorney General’s office. We have to submit a letter to Janet Mills, Attorney General asking that she appoint someone to serve as our legal counsel. Dan Brooks commented that he has checked with the AG’s office and has heard nothing from them about our Bylaws that were dropped off months ago.

Bill Gillespie discussed the $2,000 in funding from Maine State Federation of Firefighter and Maine Fire Chiefs Association. The Chiefs Association approved the $2,000 in funds for us to use for expenses to get information out to the chiefs and participants. Jeff Brackett discussed the meeting last week with the Federation. At their meeting they wanted to approve the funds but were concerned with the funds rolling into the general fund for the state if they weren’t spent. After clarifying the minutes of our January meeting Jeff was going to go back to the Federation board to get approval for the funds and to have the Federation forward the check to the Chiefs Association to hold custody of the funds.

Stephan Bunker has been officially appointed by MMA to our board. We welcome him to the board and look forward to working with him.

Due to scheduling issues with the public safety building staff we are going to schedule out our meeting for the rest of the year. All members in attendance approved scheduling the meetings out that far with the goal of being ready for the legislative session in October.

The board reviewed the contribution calculation for the departments that had been submitted. Concerns/Discussion points were how to deal with the EMS personnel that were not under the direction of a Municipal Fire Chief. We will possibly have to change the legislation in the future to deal with those potential participants in the plan. Per Diem employees were discussed. Scarborough Fire Department is one that uses a significant amount of Per Diem employees. This could be an issue in the future for contributions on their behalf. Brent brought up the tracking ability of the reporting software that he uses, Emergency Reporter, and how they have a LOSAP report that can be generated. We need to be diligent and make sure that the proper authorizations and sign offs are used for Training, Meetings and Call records. The two reporting software packages, Image Trend and Emergency Reporter, offer the ability to track LOSAP participation parameters. The only issue is the quality of the data that is entered into the software.

The talking points that Fred generated for the Lincoln County Fire Chiefs Association were discussed. Jeff will distribute them to the Federation’s VP’s. Feel free to use when talking to others about the program.

Funding sources were discussed to get the program going. We discussed the sales taxes on Fire Works as a possible source of funds. It will likely that we will need additional funds to pay for the program in addition to the fireworks revenue. Fred brought up that he thought a broad base of sales taxes on items that generate the need for service would be the best funding mechanism. Those include: Alcohol, Tobacco, Marijuana and possibly road funds. We need to keep thinking of how we will fund the program so that when we approach the legislators we have a plan. The other option is to just ask for the money but that likely won’t go anywhere without some sort of funding mechanism.

The bidding procedures handout was discussed (Chapter 110 – Rules for the purchase of services and awards). Our goal is to get an RFP out as soon as possible so that we can bring in an administrator to help us get the program implemented. Possible people to help with the RFP submission is Melissa at Maine Fire Service Institute and MMA might have someone that can help us. One thing that is mandatory for the bid process is to advertise it in the Kennebec Journal.

Fred Presented a letter to Attorney General Janet Mills for Bill Gillespie to sign. Brent approved having Bill sign the letter and submit it to AG Mills. Bill Hussey seconded and all members approved submission of the letter.

Secretary’s position discussed. Dan Brooks will check with someone in his department.

Brent Libby made a motion to adjourn, Bill Hussey seconded, all members in attendance approved. Meeting adjourned at 11:26.

Our next meetings are scheduled for March 12, April 9, May 14, June 11, July 9, August 13, September 10, October 8, November 12 and December 10, 2018.

Respectfully,

Frederick Brewer