

State of Maine
LOSAP Board of Directors Meeting Minutes
June 11, 2018

Attendees: Bill Gillespie, Bill Hussey, Stephan Bunker, Fred Brewer, Jeff Bracket, Chris Ross.

Brent Libby was excused

Guests: Dan Brooks

The Meeting was called to order at 10:02 AM

Minutes from the board meeting held in March were presented for approval. Steve Bunker made a motion to approve the minutes, Fred Brewer seconded the motion. The minutes were then approved by all the trustees in attendance.

We had guests from Purchasing John and Chad Lewis talk to us about the RFP process. They did not think that we would have to go through the SPRC because most of the funds would be a pass through type contract. They also talked about the possibility of maybe having the ability for the state to do the audits for us which they would have to look into. We discussed that the administrative costs would depend on how many people participated in the program. They talked about how to set up a RFP and that it is all done electronically now. We would need to have an RFP coordinator to select what information will be forwarded and at what point of the evaluation process. Dan Brooks said he would be interested in doing that role when it came time. They also recommended for us to see if there is a state program already in place that we could piggyback onto.

Reviewed more information provided by Fred on new departments data.

Old Business

Need to start thinking about different ways to obtain the information for LOSAP. Still thinking brochure would be a good method. Fred got us a number of about \$500 for 1,000 of them. We also can get whatever information we want on the fire Chiefs and Federation websites. We think it would be around \$1500 to setup our own website and \$300 a year to maintain so at this point we will not be making our own website. Fred will set up a Facebook page that we can give information out on too.

The board member replacement will be Marshall King and he represents Somerset County. We are just waiting on the Governors approval.

New Business

RFP- we should have things started by next month. Discussed how we will want to set up the RFP and what type of funding we will need.

Meeting in July will be July 9, 2018 at 10 AM.

Steve Bunker made a motion to adjourn, Fred Brewer seconded, all members in attendance approved. Meeting adjourned at 11:41 AM.