

MINUTES

AROOSTOOK COUNTY COMMISSIONERS' MEETING – WEDNESDAY, FEBRUARY 21, 2024, 1:00 PM REGISTRY OF DEEDS – FIRST FLOOR CONFERENCE ROOM – FORT KENT

Present:

Paul J. Underwood, Chair, County Commissioner via Zoom
Norman L. Fournier, County Commissioner
William T. Dobbins, County Commissioner
Ryan D. Pelletier, County Administrator
Tammy Pelletier, Operations Assistant
Dana Gendreau, Finance Director
Leigh Smith, Treasurer
Steve Pelletier, ARPA Program Administrator
Peter Johnson, Sheriff
Paul Bernier, Community Services Director
Bryan Jandreau, Facilities & IT Director
Melissa Richardson, Registrar of Deeds-Zoom
Michael Carpenter, Judge of Probate
Jason Parent, CEO, ACAP
Pat Good, ACAP - Zoom
Galan Williamson, Executive Director, NWDB-Zoom
Kathy Williams, Job Counselor, ACAP-Zoom
Nelson Jandreau, Finance Committee Member
Myles Ouellette, Maine Recovery Council
Mary Coyne, Recovery Council Coordinator, State of Maine-Zoom
Mike Lavertu, Valley Racing Team
Mary Dahlgren, Governmental Audit Manager, RH Smith-Zoom
Ron Smith, Managing Partner, RH Smith-Zoom
Christopher Bouchard, Bangor Daily News

-Prior to the start of the regular meeting, the Commissioners toured the Fort Kent Registry of Deeds-

- ART. 1. Commissioner Norman Fournier called the meeting to order at 1:00 pm.
- ART. 2. Pledge of allegiance.
- ART. 3. No public comment.
- ART. 4. Mr. Ryan Pelletier requested the following changes to the agenda: 1) move Article 22 to Article 6 (D); and 2) add under Other Business - To Consider the 2024 Subsidy requests from the Town of Ashland for ambulance services for Oxbow North and other townships, and library services for Oxbow North.

MOTION:

Motion by Paul Underwood, seconded by William Dobbins to approve the agenda as amended.

VOTE:

Motion voted on and passed.

ART. 5. Commissioner Fournier entertained a motion for approval of the January 2nd, 2024 minutes.

MOTION:

Motion by William Dobbins, seconded by Paul Underwood to approve the minutes of the January 2nd, 2024 County Commissioners' meeting.

VOTE:

Motion voted on and passed.

ART. 6. The County Commissioners approved and signed the following:

- A) Attendance record.
- B) Bills and warrants.
- C) Liquor License Renewal – Long Lake Sporting Club – Sinclair

MOTION:

Motion by Paul Underwood, seconded by William Dobbins to approve the liquor license renewal for Long Lake Sporting Club – Sinclair.

VOTE:

Motion voted on and passed.

D) Article 22: To consider the donation of a 2008 Ford Econoline van to the Valley Racing Team.

MOTION:

Motion by William Dobbins, seconded by Paul Underwood to approve donating the 2008 Ford Econoline van to the Valley Racing Team.

VOTE:

Motion voted on and passed.

ART. 7. Mr. Galan Williamson, Executive Director of NWDB and Kathy Williams, Job Counselor, ACAP, presented an update on programs to improve and engage the workforce. Programs where youth can gain work experience, and exposure to the various fields of work have been successful and are expanding to provide more opportunities.

No motion necessary.

ART. 8. Mr. Jason Parent, CEO of ACAP, presented for consideration a Proclamation for Pat Good Day on March 17th.

MOTION:

Motion by William Dobbins, seconded by Paul Underwood to approve the Proclamation for Pat Good Day on March 17th.

VOTE:

Motion voted on and passed.

ART. 9. Mr. Ron Smith, managing partner, RH Smith provided an update on the financial audits. Completed audits show no red flags or malfeasance and they continue to make headway on prior year audits to get us current.

No motion necessary.

ART. 10. Mr. Ryan Pelletier introduced the new Aroostook County Probate Judge, Michael Carpenter to the Commissioners.

No motion necessary.

ART. 11. Mr. Ryan Pelletier presented for consideration an update on the Opioid Settlement funds and plans for disbursing those funds. Myles Ouellette, Maine Recovery Council and Mary Coyne, Recovery Council Coordinator for the State of Maine provided information on the opioid epidemic, areas of focus, and what services we need the most in our rural area. Jason Parent, CEO of ACAP also offered their assistance as we move forward with implementing plans for use of the settlement funds. ACAP has programs in place for drug free communities that could be a valuable resource. An Opioid Task Force was proposed to include 9 members appointed by the Board of County Commissioners, 3 members will include the County Administrator, County Sheriff, and County Finance Director. The other 6 will be public members.

MOTION:

Motion by William Dobbins, seconded by Paul Underwood to approve the creation of an Opioid Task Force with the requirement that the 6 public members must be comprised of 2 members from each Commissioner's district and that to the extent possible, members appointed shall not be potential opioid fund applicants.

VOTE:

Motion voted on and passed.

ART. 12. Mr. Ryan Pelletier presented for consideration a date for the Tax Abatement hearing in the matter of Cassidy Holdings, LLC vs. the City of Caribou. The Commissioners agreed on April 18th, 2024 at the Caribou Courthouse at 10:00 am.

No motion necessary.

ART. 13. Ms. Tammy Pelletier presented for consideration a date for the 2023 Spirit of America Foundation awards. Nineteen (19) recipients were chosen by their communities to be recognized for their outstanding contributions. The Commissioners agreed that the event will take place at the Northeastland Hotel as a luncheon award ceremony to be held on May 17th, 2024 from 11 am-1pm.

No motion necessary.

ART. 14. Mr. Steve Pelletier presented an update on the letter of intents that have been received for ARPA grant funding. The deadline for completed applications will be April 1st, 2024.

No motion necessary.

ART. 15. Mr. Bryan Jandreau presented for consideration a request to reallocate ARPA funds previously approved for the HVAC project to be used for the replacement of the top roof at Houlton Superior Court.

MOTION:

Motion by William Dobbins, seconded by Paul Underwood to approve the reallocation of ARPA funds to the replacement of the top roof at Houlton Superior Court.

VOTE:

Motion voted on and passed.

ART. 16. Ms. Dana Gendreau presented for consideration the 2024 tax commitment, due date, and interest rate for the 2024 6-month County taxes.

MOTION:

Motion by William Dobbins, seconded by Paul Underwood to approve the 2024 tax commitment, due date, and interest rate for the 2024 6-month County taxes.

VOTE:

Motion voted on and passed.

ART. 17. Mr. Paul Bernier presented for consideration the 2024 Fire Protection agreement for Cary Township with the Town of Houlton.

MOTION:

Motion by William Dobbins, seconded by Paul Underwood to approve the 2024 Fire Protection agreement for Cary Township with the Town of Houlton.

VOTE:

Motion voted on and passed.

ART. 18. Mr. Paul Bernier presented for ratification the Proposed FY 24-25 UT budget for the State Fiscal Administrator.

MOTION:

Motion by William Dobbins, seconded by Paul Underwood to ratify the Proposed FY 24-25 UT budget.

VOTE:

Motion voted on and passed.

ART. 19. Mr. Paul Bernier presented for consideration a request from Friends of Cross Lake for the County to be the applicant and administrator for a new Maine DEP 319 grant for the Cross Lake boat landing.

MOTION:

Motion by William Dobbins, seconded by Paul Underwood to allow Ryan Pelletier, County Administrator and Dana Gendreau, Finance Director, to review the application, and make a determination as to whether the County can effectively meet the requirements of being the DEP 319 grant applicant and administrator for the Cross Lake boat landing project.

VOTE:

Motion voted on and passed.

ART. 20. Ms. Melissa Richardson presented for consideration a letter of support seeking information and guidance on the new tax portal for the Registry of Deeds. The portal is being implemented in October 2024 and there has been little, to no communication on how this change will be implemented and no training has been provided to the Registry staff.

MOTION:

Motion by Paul Underwood, seconded by William Dobbins to approve a letter of support to Maine Revenue Services regarding the need for communication and training surrounding the implementation of the new tax portal in October 2024.

VOTE:

Motion voted on and passed.

- ART. 21. Sheriff Peter Johnson presented an update on the Stranton Foundation Grant. A new K-9 has been received and has been assigned to Deputy Adam Bouchard.

No motion necessary.

- ART. 22. See Article 6 (D).

- ART. 23. Sheriff Peter Johnson presented for consideration the hiring of Devin Orr as full-time Corrections Officer.

MOTION:

Motion by William Dobbins, seconded by Paul Underwood to approve the hiring of Devin Orr as full-time Corrections Officer.

VOTE:

Motion voted on and passed.

- ART. 24. Sheriff Peter Johnson presented for consideration the following Dispatch contracts:

- A) Bridgewater
- B) Central Aroostook Ambulance Service
- C) Frenchville
- D) Grand Isle
- E) Limestone
- F) Mars Hill
- G) Southern Aroostook EMS
- H) Sinclair/Cross Lake
- I) Van Buren

MOTION:

Motion by William Dobbins, seconded by Paul Underwood to approve the Dispatch contracts as noted.

VOTE:

Motion voted on and passed.

- ART. 25. County Commissioner's Report

Commissioner Fournier provided an update on MCCA/Risk Pool. Insurance renewal was higher than expected with increases of 11-20% across the Counties. Increases were mostly due to the increase in property values as many counties used ARPA funding to improve their infrastructure. The nature of claims has varied and claims were up last month. \$147,000 has been set aside for claims.

Legislatively, the Governor has proposed \$4 million funding for County jails. Most of the funds are earmarked for MAT (Medicated Assisted Treatment) and it is one time funding. The goal is to get the state to fund 20% of County jail operations. Changes in

Rural patrol have also being proposed to ensure that there are Troopers that can respond to rural areas in a timely manner and coverage is available.

ART. 26. Other Business

Mr. Paul Bernier presented for consideration the subsidy request from the Town of Ashland for library services for Oxbow North and ambulance services for Oxbow North, Scopan and various other townships.

MOTION:

Motion by Paul Underwood, seconded by William Dobbins to approve the subsidy request from the Town of Ashland for library services for Oxbow North and ambulance services for Oxbow North, Scopan and various other townships.

VOTE:

Motion voted on and passed.

ART. 27. At 3:13 pm, the following motion was made by Paul Underwood and seconded by William Dobbins:

“I move that we enter Executive Session, pursuant to Title 1 MRSA 405(6)(A) to 1) begin review and discussion of the County Administrator’s employment agreement; and 2) to consider the Elected Officials salary structure options for Probate Judge salary.

Upon return from Executive Session at 3:44 pm, the follow motion was made:

MOTION:

Motion by William Dobbins, seconded by Paul Underwood to establish and adopt Option 1 for the Judge of Probate salary scale, and to have the new Judge of Probate begin at Step 7 on the new scale.

VOTE:

Motion voted on and passed.

ART. 28 Adjournment

MOTION:

A motion was made by William Dobbins, seconded by Paul Underwood to adjourn the meeting at 3:46 pm.

VOTE:

Motion voted on and passed.

ATTEST: A True Copy
of Commissioners’ Meeting

Ryan D. Pelletier
County Administrator

AROOSTOOK COUNTY COMMISSIONERS
DATE: February 21th, 2024

MINUTES

AROOSTOOK COUNTY COMMISSIONERS' SPECIAL MEETING
THURSDAY, MARCH 7, 2024 – 3:00PM
CARIBOU COURTHOUSE-ADMINISTRATIVE HEARING ROOM-CARIBOU

Present:

Paul J. Underwood, Chair, County Commissioner via Zoom
Norman L. Fournier, County Commissioner
William T. Dobbins, County Commissioner
Ryan D. Pelletier, County Administrator

ART. 1. Commissioner Norman Fournier called the meeting to order at 3:00 pm.

ART. 2. At 3:08 pm, the following motion was made by William Dobbins and seconded by Paul Underwood:

“I move that we enter Executive Session, pursuant to Title 1 MRSA 405(6)(A) to discuss the County Administrator’s employment agreement.”

Upon return from Executive Session at 4:08, no motion necessary.

ART. 28 Adjournment

MOTION:

A motion was made by William Dobbins, seconded by Paul Underwood to adjourn the meeting at 4:09 pm.

VOTE:

Motion voted on and passed.

ATTEST: A True Copy
of Commissioners’ Meeting

Ryan D. Pelletier
County Administrator

AROOSTOOK COUNTY COMMISSIONERS
DATE: March 20th, 2024

FARRELL, ROSENBLATT & RUSSELL

ATTORNEYS AT LAW
61 MAIN STREET, SUITE 1
P.O. BOX 738
BANGOR, MAINE 04402-0738

ANGELA M. FARRELL
NATHANIEL M. ROSENBLATT
GREGORY P. DORR
ROGER L. HUBER
ERIK T. CROCKER
BARRY A. COHEN
EMILY A. BELANGER

THOMAS A. RUSSELL (Retired)
STUART M. COHEN (Retired)

TELEPHONE (207) 990-3314
TELECOPIER (207) 941-0239

March 8, 2024

Ryan D. Pelletier, County Administrator
Aroostook County Commissioner's Office
144 Sweden Street, Suite 1
Caribou, ME 04736

Re: Cassidy Holdings, LLC – Tax Abatement Appeal Hearing

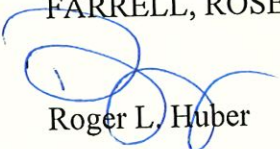
Dear Mr. Pelletier:

Thank you for your efforts in scheduling Cassidy Holdings, LLC's tax abatement appeal hearing. When I went to plug in the April 18, 2024 hearing date on my calendar, I discovered that I will be in Arizona on that date for the wedding of a close friend's daughter. We depart on April 16th and return on April 21st. That is literally the only week during the months of March, April, May, and June that I am unavailable. We would respectfully request that the hearing date be moved to an alternate date convenient to the County Commissioners. Again, my schedule is generally wide open, except for the week of April 16-21.

On a related front, we are in the process of collecting property comparables requested by the County Commissioners. We will submit those to you and the City of Caribou as soon as they are ready.

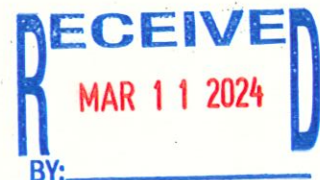
Very truly yours,

FARRELL, ROSENBLATT & RUSSELL


Roger L. Huber

Enclosures

cc: Cassidy Holdings, LLC
Penny Thompson, Caribou City Manager
Richard Solman, Esq.



	6 Month Tax Commitment Amount	Payment Form Received Date	Option 1 1 payment due 9/1/24	Option 2 2 payments due 9/1/24 & 9/1/25	Option 3 3 payments due 9/1/24, 9/1/25 & 9/1/26
Municipality/UT					
Town of Blaine	\$44,512.00	12-Mar	X		
Town of Caswell	\$18,575.00	7-Mar			X
Garfield Plantation	\$8,517.00	6-Mar	X		
Town of Limestone	\$79,865.00	11-Mar	X		
Town of Masardis	\$25,851.00	11-Mar	X		
Town of Orient	\$46,524.00	4-Mar			X

Dispatch Assessment, 2024

Fire: 2.34 Ambulance: 4.71 Police: 4.71

Towns	Population	1/1/2023 12/31/2023	5% increase	2024 Total Bill	Billing Address
Allagash	239	\$531.63	\$26.58	\$558.21	1063 Allagash Rd., Allagash, ME 04774
Bridgewater	610	\$1,356.87	\$67.84	\$1,424.71	P.O. Box 215, Bridgewater, ME 04735
CCAC		\$2,429.86	\$121.49	\$2,551.35	CACEMSA, Tracy Wright, P.O. Box 338, Blaine, ME 04734
Frenchville	1087	\$2,417.90	\$120.90	\$2,538.80	P.O. Box 97, Frenchville, ME 04745
Grand Isle	467	\$1,038.79	\$51.94	\$1,090.73	P.O. Box 197, Grand Isle, ME 04746
Haynesville	121	\$269.16	\$13.46	\$282.62	16 Danforth Rd., Haynesville, ME 04497
Hodgdon	1309	\$2,911.70	\$145.59	\$3,057.29	179 Hodgdon Mills Rd., Hodgdon, ME 04730
Limestone	2549	\$12,300.53	\$615.03	\$12,915.56	93 Main Street, Limestone, ME 04750
Linneus	984	\$2,188.80	\$109.44	\$2,298.24	1185 Hodgdon Mills Rd., Linneus, ME 04730
Littleton	1068	\$2,375.64	\$118.78	\$2,494.42	1536 US Highway 1, Littleton, ME 04730
Mars Hill	1493	\$3,320.99	\$166.05	\$3,487.04	P.O. Box 449, Mars Hill, ME 04758
Monticello	790	\$1,757.26	\$87.86	\$1,845.12	P.O. Box 99, Monticello, ME 04760
St. Agatha	747	\$1,582.49	\$79.12	\$1,661.61	P.O. Box 110, St. Agatha, ME 04772
Sinclair/Cross Lake	586	\$1,241.42	\$62.07	\$1,303.49	
SAEMS	5910	\$27,896.40	\$1,394.82	\$29,291.22	Addison Matthews Gordan Hagerman, Littleton, ME 04730
Van Buren	2171	\$15,294.93	\$764.75	\$15,305.55	51 Main St., Suite 101, Van Buren, ME 04785
Madawaska		\$39,181.84	\$1,959.09	\$41,140.93	328 St. David St., Madawaska, ME 04756

Total Revenue \$123,246.89

County of Aroostook

COMMISSIONERS' OFFICE

HUMAN RESOURCES

Christina M. Theriault
HR Director

Joyce F. Findlen
HR Specialist



COUNTY COMMISSIONERS

WILLIAM DOBBINS
HOULTON

NORMAN L. FOURNIER
WALLAGRASS

PAUL J. UNDERWOOD
PRESQUE ISLE

MEMORANDUM

March 11, 2024

TO: Ryan Pelletier, County Administrator

FR: *Christina*
Christina Theriault, Human Resources Director

RE: Special Bonus Recipients for Six Month Budget and Salary Administration Policy Adjustment

This is in response to the question posed about what to do with the second installment of the Special Bonus in the six-month budget.

Special Bonuses are for employees with very good performance who are ineligible for a pay increase solely because he or she has reached the top of the salary range for his/her position, may be rewarded with a bonus equal to or less than the dollar amount of the increase to which the employee would have otherwise been entitled. The special bonuses have been paid 50% in June and 50% in December per the Salary Administration Policy. This 6-month budget would only account for a June payout. Then we have our one-year budget – July to June. The second installment of 1.5% would be in December, then we start again for the next year, etc., because we are on this cycle. What if we provided the entire 3% special bonus in June of this year for the 6-month budget? I realize that this probably was not budgeted for.

For the first fiscal year budget we will need to adjust the process. Since the step increases will be given on July 1st vs January 1st, we adjust the process so that special bonus forms are completed in the fall and 50% paid out in December and 50% of bonus is paid out in June. This adjustment would require an update to the Salary Administration Policy. Attached is a draft of an updated policy outlining the changes.

If we do not adjust the special bonus to include 100% of the bonus during the 6-month budget, we will always be off and/or employees eligible for special bonuses in lieu of step increase will only receive half of their typical 3% amount. However, the employees who are scheduled to receive step increases will still receive their full % increases. The special bonuses are in lieu of step increases.

Attachment (1)

COUNTY OF AROOSTOOK

Policy Title:	Salary Administration Policy
Applicable Law or Regulation:	Federal and State Wage and Hour Laws
Effective date:	January 1, 2018; updated April 17, 2019, Updated February 16, 2022
Responsible Party:	County Administrator
Approved by Commissioners:	August 16, 2017: updated April 17, 2019, February 16, 2022
Last Updated:	

Purpose/Scope:

The purpose of this Policy is to outline the policies and procedures governing the administration of compensation for all full-time County employees not covered by a collective bargaining agreement and those elected to office.

Statement of Compensation Objectives:

It the County’s objective to establish and maintain a compensation system that will:

- Attract, retain, and reward qualified personnel at all levels of responsibility;
- Reflect the relative difficulty and responsibility-level of positions;
- Be externally competitive, as well as internally consistent and fair;
- Foster good employee communication by providing individual employees with information on the pay structure and its administration;
- Motivate employees to work toward achievement of the County’s goals;
- Control and predict salary expense;
- Be straightforward to administer; and
- Comply with applicable federal and state laws.

Policy:

The following statements express the County’s objectives and policies with respect to base pay of all employees. The County recognizes that not all these objectives may be completely achieved at all times for employees (due to budget constraints, etc.), but they are set forth herein to serve as guidelines against which proposed actions are to be evaluated.

- Establish grades and salary ranges that reflect the relative value to the County of the various positions.
- Ensure that, for comparable positions, pay rates and benefits are competitive with those offered by other employers providing similar employment;
- Adjust pay ranges when warranted by changing economic and competitive factors, as determined by an analysis of cost of living and/or periodic compensation surveys; and
- Ensure that compensation is not influenced by age, sex, creed, race, national origin, disability, or other protected characteristic.

Wage and Salary Surveys

At the discretion of the Aroostook County Commissioners, the County will periodically compare salary rates to those of other Maine counties and municipalities that are similar in structure and size.

Fair Labor Standards Act (FSLA) Classifications

Each position (and each employee performing that position) must be classified as "exempt" or "non-exempt," according to guidelines established under the provisions of the *Fair Labor Standards Act (FLSA)*. Those employees in positions classified as "exempt" are exempt from the overtime provisions of the Act. Those employees in positions classified as "non-exempt" are subject to the payment of overtime, according to wage and hour regulations.

Grade and Salary Range Structure

In 2017, as a result of a comprehensive compensation and benefits survey, and with the assistance of an outside, independent human resources consultant, a new Grade and Salary Range structure was developed. This system is mathematically built, with 5% between each Non-Exempt grade, 10% between each Exempt grade, and 3% between each Step in both the Non-Exempt and Exempt grade structure.

Positions were "slotted" into the new Salary Structure using the market data from the survey.

Guidelines for Administering Pay within Established Pay Ranges:

- **Minimum of the Range:** An employee performing the duties of a position, as described in his/her job description, shall be paid not less than Step 1 of the salary range applicable to that position.
- **Maximum of the Range:** An employee will not receive a base pay that exceeds the maximum of the salary range applicable to that position. Once an employee's salary reaches the maximum of the salary range at Step 13, s/he will not have the opportunity to receive an increase in base pay until: 1) the employee is promoted to a higher grade level where the base pay does not exceed the top of the salary range; or 2) the pay ranges are adjusted and the maximum of the range exceeds the base pay.
- **Special Bonus.** An employee with very good performance record who is ineligible for a pay increase solely because s/he has reached the top of the salary range for his/her position, may be rewarded with a bonus equal to or less than the dollar amount of the increase to which the employee would have otherwise been entitled. Assuming the salary increase would have been processed in January/July, this Special Bonus would be paid in the following manner - 50% in ~~the last pay period of June, December~~, and 50% in ~~the last pay period of December, June~~.

Hiring Guidelines

- New employees will be hired into the salary range for the position, provided they meet the minimum qualifications for the job.

Value of Prior Experience

1. Full years of prior identical work experience, as recommended by the Department Manager/Office Holder (as applicable) and determined by the County Administrator, dating back 13 years (corresponding to 13 Steps in each salary range) will be valued at 100% for all exempt salary grades and all non-exempt grade levels. Prior related experience at Aroostook County, in the same time frame and in the same position classification, will be counted at 100%.
2. Experience will be calculated at the inception of the new Salary Structure (1/1/18) for all current employees. This calculation takes the prior related experience, calculated as described above, and

is added to Step One to determine the proper Step. If there is a fraction related to the experience calculation, it is rounded up.

3. Prior related experience will be calculated in the same manner for new employees hired on or after January 1, 2018.

Salary Increases

The Aroostook County Commissioners will consider salary increases under the following guidelines:

1. **Salary Range Adjustments.** Salary ranges will be adjusted each year based on approved cost of living increases (see below).
2. **Cost of Living Increases.** Employees may be eligible to receive annual cost-of-living increases based on the CPI-W (Consumer Price Index for Urban Wage Earners & Clerical Workers), as determined by the twelve month period ending the last day of the month in the month ending six months prior to the end of the County's fiscal year. Any increase must be approved by the County Commissioners and the Finance Committee, and if approved, will be applied to the Salary Structure. Approved COL increases will be effective the first day of the County's next fiscal year.
3. **Step Increase.** The County Administrator may recommend to the Commissioners, in addition to or instead of a Cost of Living Increase, a Step Increase for employees who are assigned a pay grade and range, which means that each employee's salary would be increased by approximately 3% (as long as the employee is not already at Step 13). Employees with dates of hire during the second half of any fiscal year are not eligible for a Step increase until the first day of the following fiscal year.

Salary Increase at Time of Promotion

When an employee is promoted to a position in a higher pay grade, the employee's salary will be increased to the new grade according to the following chart:

Grade Change	Step in New Grade
Up One Grade between Grade 5 and Grade 11	Same Step in New Grade

If the promotion is more than 2 grades higher, the salary increase will be determined on a case by case basis. If the new Step would be below the minimum of the Salary Range, the salary will be at Step 1. In no event will the employee's salary be increased to exceed the Maximum of the Salary Range.

Promotions are recommended by the Department Manager/Office Holder and must be approved by the County Administrator. Exceptions to this methodology for promotions would require the approval of the Commissioners.

Salary Decrease at the Time of Demotion

When an employee is voluntarily or involuntarily demoted, the employee's salary will be decreased to the new grade according to the following chart:

Grade Change	Step in New Grade
Down One Grade between Grade 5 and Grade 11	Same Step in New Lower Grade

If the demotion is more than 2 grades lower, the salary increase will be determined on a case by case basis.

Salary Adjustments Due to Position Reclassification

When a current position is reclassified to a different grade by the County Administrator, the following guidelines will be followed and the County Administrator will make the final decision:

- If a position is reclassified to a higher grade, incumbents will be moved to the new grade and receive an increase in pay to the same step in the higher grade. The effective date will be the beginning of the pay period following the effective date of the reclassification, or the first day of the following fiscal year when reclassifications are the result of a market study.
- If a position is reclassified to a lower grade, incumbents will be grandfathered in the current grade, and there will be no change in pay as a result of the reclassification. Any new employees hired into the position will be placed in the new, lower grade.

Questions:

Questions about this Policy should be directed to the County's Human Resources Director or the County Administrator.

County of Aroostook

COMMISSIONERS' OFFICE

FINANCE DIRECTOR / DEPUTY TREASURER
Dana L. Gendreau



COUNTY COMMISSIONERS

PAUL J. UNDERWOOD
PRESQUE ISLE

NORMAN L. FOURNIER
WALLAGRASS

WILLIAM T. DOBBINS
HOULTON

March 11, 2024

Subject: Special Bonus Adjustment Cost

The special bonus adjustment cost currently requested to be paid to qualifying employees, in June 2024, calculates by fund to:

Jail Fund: \$5,941

General Fund: \$14,823

Unorganized Territory Fund: \$3,355

Recommendation: the special bonus adjustment expense for the UT and General Fund be funded by the UT and General Fund contingency reserve in June 2024. The Jail Fund does not have a contingency reserve and the adjustment costs to be expensed to its current June 2024 operating budget.

Regards,

Dana Gendreau

Dana Gendreau
Finance Director

County of Aroostook

COMMISSIONERS' OFFICE

FINANCE DIRECTOR / DEPUTY TREASURER
Dana L. Gendreau



COUNTY COMMISSIONERS

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WILLIAM T. DOBBINS
HOULTON

March 11, 2024

Subject: **General Fund Fiscal Year End Vacation & Sick Accruals**

- The **FYE 2023 Sick Accruals** have been calculated for the General Fund and the calculation resulted in the general fund sick liability account to be underfunded by \$15,550.59. I recommend the County expense the full cost of the \$15,550.59 to properly fund the account at year end 12/31/2023.

General Fund Sick Liability: \$15,550.59

- The **FYE 2023 Vacation Accruals** have been calculated for the General Fund and the calculation resulted in the general fund vacation liability account to be underfunded by \$96,883.60. I recommend the County expense the full cost of the \$96,883.60 to properly fund the account at year end 12/31/2023.

General Fund Vacation Liability: \$96,883.60

Regards,

Dana Gendreau

Dana Gendreau
Finance Director

County of Aroostook

Quarterly Financial Summary

The purpose of this narrative is to provide a brief overview and highlights of the financials for the County of Aroostook's four funds. (General, ARPA, Jail and UT) This report is not meant to be all inclusive, however, will highlight areas that management feels need to be noted and observed to give Department Heads and Elected Officials necessary information for the budget oversight process.

General Fund

Year-To-Date: FY 2023 | January 2023 - December 2023

Benchmark %: 100%

GF Revenue:

The Departmental Revenue section collected \$3,304,523; equating to 1.2% above the anticipated budgeted amount, generating a \$38,451 departmental revenue surplus. The revenue line, GF Surplus, of \$250,000 is a budget entry only thus no activity in the current year column.

Tax Revenue for 2023 has finalized at \$6,357,898 generating a surplus of \$182,500 which correlates to the overlay calculation of the mil rate for 2023.

GF Expense:

The general fund expense, in its totality, ended the fiscal year at \$9,580,724 calculating to 1.5% over the approved 2023 expense budget. The \$139,253 total expense overage from the budget is comprised of three major factors as well as various areas with departmental cost savings:

1. The 2023 vacation and sick accrual expense totaling \$112,434 totaling 80% of the overage.
2. 2023 TAN interest total \$61,643, resulting in \$29,643 over budgeted interest.
3. Registry of Deeds North, \$40,000 expense for book preservation. This amount was paid using Surcharge Cash funds however the Surcharge Asset is currently part of the County General Fund balance requiring the County to show the expense. The plan for fiscal year 2024-2025 is to remove the Surcharge Asset from the general fund balance and create a restricted fund balance.

Financial information/updates:

- ***\$81,697 was added to the County's UNDF balance as of 12/31/2023.***

- *2023 TAN has been paid in full as of November 2023 with total interest paid of \$61,643.*
- *The County currently has recorded \$329,771 in accounts receivable for fiscal year 2023 activity due from various agencies we do business with. The County has received \$115,242 in payment of that balance just in the first month of the fiscal year 2024. The remaining payments should be paid to the County by the end of the first quarter of 2024.*

ARPA Fund (American Rescue Plan Act 2021)

Year-To-Date: FY 2023 | January 2023 – December 2023

ARPA Revenue:

Interest revenue collected as of December 2023 is reported at \$282,452.

ARPA Expense:

The County has expensed \$3,544,761 to the ARPA Fund expense department through December 2023 for awarded projects. These expenses are fully funded by the American Rescue Plan Act operating account and from the first and second round of grant awards.

Jail Fund

Year-To-Date: FY 2023-2024 | July 2023 - December 2023

Benchmark %: 50%

Jail Revenue:

The Jail Fund departmental revenue now collects their operational monies from the State in quarterly payments as opposed to one annual payment. The second quarter jail operation funding, received from the state, is on target at 53.8% collected. Supervision Fees and Court Fines are trending on the low side for the first six months of the fiscal year however according to past years, the increase in revenue for these two areas are seen in the second half of the fiscal year. Monthly tax allocation transfer payments are made from the General Fund to the Jail Fund, which appropriately reflects a collection percentage of 50%, targeted benchmark.

Jail Expense:

The Jail Fund overall expenses for the 2nd quarter of the fiscal year are trending above the 50% benchmark target at 53.6%. The three contributors to this 3.6% increase are:

- The Jail's capital appropriation funded at 100% for the fund's fiscal year at \$55,000.
- The Jail's property, liability, and vehicle insurance funded at 100% for the fund's fiscal year at \$79,924.
- The boarding of prisoners' expense at \$72,962.

UT Fund

Year-To-Date: FY 2023-2024 | July 2023 – December 2023

Benchmark %: 50%

UT Revenue:

The Unorganized Territory departmental revenue is trending above the 2nd quarter target at 81.2%. The three largest contributors to the increase in percentage collected are:

- Excise tax revenue collected \$64,335 more than the projected budget amount for the first six months of the UT fiscal year.
- Interest Income collected \$33,709 more than projected budget amount for the first six months of the UT fiscal year.
- LRAP (Local Road Assistance) revenue which was funded in full for this quarter at \$113,320, has calculated to \$15,056 in additional revenue over our projected budget amount.

Tax revenue quarterly payment collected from the State of Maine is on target at 50%, as anticipated.

The revenue line, UT Surplus, of \$50,000 is a budget entry only thus no activity in the current year column.

UT Expense:

The Unorganized Territory, 2nd quarter, is reporting 46.86% of its operational budget expensed as of December 2023, which is slightly below the 50% projected target. Given the UT capital is expensed, at 100%, at the beginning of the UT fiscal year, this computes to an additional 9.62% to the overall expensed percentage in the second quarter. Together, the percentages of 46.86 and 9.62 populate to the overall expense percentage of budget reported for the UT as of December 2023, 56.5%.

Proposed 2024 ARPA Grant Budget Recommendation				
District 1 Total	4	\$448,320.00		
District 2 Total	10	\$1,334,922.00		
District 3 Total	14	\$1,607,150.00		
TOTAL:	28	\$3,390,392.00		
	Current 2024 Budget	Recommendation	Requests	Difference
P. Health	\$934,916.00	\$1,034,916.00	\$1,432,892.00	(\$397,976.00)
Infrastructure	\$1,140,000.00	\$1,340,000.00	\$1,857,500.00	(\$517,500.00)
Broadband	\$200,000.00	\$100,000.00	\$100,000.00	\$0.00
Nat. Disas.	\$100,000.00	\$0.00	\$0.00	\$0.00
Title I	\$100,000.00	\$0.00	\$0.00	\$0.00
Total	\$2,474,916.00	\$2,474,916.00	\$3,390,392.00	(\$915,476.00)

2022-24 Municipal/Non-Profit ARPA Expense Tracker							
2022							
Project	Project	Description	Account	Budget	Total Expended	Balance	Closed
1	ACAP Payroll	P. Health	7700280-70020	\$75,000.00	\$73,715.62	\$1,284.38	
2	ASI PPE	P. Health	7700280-70019	\$50,000.00	\$50,000.00	\$0.00	X
3	C.A. Amb. Service	P. Health	7700280-70015	\$33,332.00	\$33,332.00	\$0.00	X
4	Caribou Amb. Service	P. Health	7700280-70017	\$150,000.00	\$21,282.24	\$128,717.76	
5	City of P.I. - Echo Lake	P. Infrastructure	7700281-70025	\$300,000.00	\$76,815.38	\$223,184.62	
6	City of P.I. - Forum	P. Health	7700280-70017	\$150,000.00	\$150,000.00	\$0.00	X
7	Houlton Water Company	P. Infrastructure	7700281-70022	\$241,126.00	\$227,574.73	\$13,551.27	
8	IGNITE PI HVAC	P. Health	7700280-70021	\$100,000.00	\$100,000.00	\$0.00	X
9	Town of Eagle Lake Zoom	P. Health	7700280-70018	\$3,000.00	\$3,000.00	\$0.00	X
10	Town of Easton	P. Infrastructure	7700281-70023	\$300,000.00	\$300,000.00	\$0.00	X
11	Town of Fort Kent	P. Infrastructure	7700281-70027	\$300,000.00	\$300,000.00	\$0.00	X
12	Town of Perham	P. Infrastructure	7700281-70029	\$73,500.00	\$16,750.00	\$56,750.00	
13	Town of Smyrna Sand Shed	P. Infrastructure	7700280-70015	\$75,000.00	\$75,000.00	\$0.00	X
14	Town of Washburn	P. Infrastructure	7700281-70026	\$150,000.00	\$150,000.00	\$0.00	X
15	Town of Wallagrass	P. Infrastructure	7700281-70028	\$132,000.00	\$132,000.00	\$0.00	X
	Total			\$2,132,958.00	\$1,256,619.64	\$876,338.36	
2023							
1	Cent. Aroos. Amb. Serv.	P. Health	7700280-70015	\$7,104.50	\$7,104.50	\$0.00	X
2	Houlton	P. Infrastructure		\$300,000.00		\$300,000.00	
3	Island Falls	P. Health		\$141,065.00		\$141,065.00	
4	Aid For Kids	P. Health	7700280-70037	\$8,873.00	\$8,873.00	\$0.00	X
5	Big Rock	P. Health		\$150,000.00		\$150,000.00	
6	Ashland	P. Infrastructure	7700281-70038	\$115,300.00	\$41,900.00	\$73,400.00	
7	Caribou	P. Health		\$100,349.00		\$100,349.00	
8	Presque Isle U. District	P. Infrastructure	7700281-70041	\$300,000.00	\$300,000.00	\$0.00	X
9	ACAP	P. Health	7700280-70040	\$75,000.00	\$75,000.00	\$0.00	X
10	Eagle Lake Mem. Park	P. Health		\$15,000.00		\$15,000.00	
11	Eagle Lake Water/Sewer	P. Infrastructure		\$300,000.00		\$300,000.00	
12	County of Aroostook U.T.	P. Health	7700280-70033	\$8,900.00	\$8,900.00	\$0.00	X
13	Madawaska	P. Infrastructure		\$63,153.50		\$63,153.50	
14	St. Francis	P. Infrastructure	7700281-70042	\$17,140.00	\$5,671.25	\$11,468.75	
15	Stockholm	P. Health		\$40,000.00		\$40,000.00	
16	Four Seasons	P. Health	7700280-70034	\$90,773.00	\$90,773.00	\$0.00	X
	Total			\$1,732,658.00	\$538,221.75	\$1,194,436.25	
2024							
1	HAS Homeless Shelter	P. Health	7700280-70031	\$179,219.00	\$179,219.00	\$0.00	X

2022-24 County ARPA Expense Tracker								
2022								
Project	Project	Description	Account	Budget	Budget	Total Expended	Balance	Closed
1	County Broadband Plan	Broadband Plan	7700181-70032		\$26,575.00	\$26,575.00	\$0.00	X
2	County Court House Steam Traps	P. Health	7700180-70008		\$6,047.00	\$6,047.00	\$0.00	X
	County Jail Sewer Access	P. Infrastructure	7700181-70011		\$17,920.00	\$17,920.00	\$0.00	X
3	Court Court House HVAC	P. Health	7700180-70007		\$440,000.00	\$57,843.96	\$0.00	X
4	Active Server Directory	P. Infrastructure	7700181-70014		\$15,000.00	\$15,000.00	\$0.00	X
5	Backup Server	P. Infrastructure	7700181-70009		\$1,050.00	\$1,050.00	\$0.00	X
6	Wifi Broadband	P. Infrastructure	7700181-70012		\$7,330.92	\$7,330.92	\$0.00	X
7	Broadband Router	P. Infrastructure	7700181-70013		\$4,000.00	\$4,000.00	\$0.00	X
8	North Lakes Rescue Truck	P. Health	7700180-70003		\$100,000.00	\$100,000.00	\$0.00	X
9	North Lakes/Stockholm Addition	P. Health	7700180-70004		\$140,000.00		\$140,000.00	
10	Jail Body Scanner	P. Health	7700180-70001		\$169,000.00	\$169,000.00	\$0.00	X
11	Sheriff's Dept. Body Cameras	P. Health	7700180-70000		\$209,879.00	\$209,879.00	\$0.00	X
12	Sheriff's Radio Communication System	P. Health	7700180-70002		\$3,273,735.00	\$646,313.17	\$2,627,421.83	
13	Sheriff's Office Building-Rain Gutters	P. Infrastructure	7700180-70006		\$17,920.00		\$17,920.00	
14	F. K. Reg. of Deeds - Drain Tile	P. Infrastructure	7700181-70010		\$25,088.00	\$25,088.00	\$0.00	X
15	EMA Communications Trailer	P. Health	7700180-70005		\$180,000.00	\$180,000.00	\$0.00	X
16	Houlton County Court House Roof	Revenue Loss	TBD		\$366,756.04		\$366,756.04	
17	Unorganized Territoy	Unorganized Territoy	7700180-70035	\$224,648.00		\$22,950.06	\$201,697.94	
Total	Total				\$5,000,300.96	\$1,488,997.11	\$3,353,795.81	

County of Aroostook

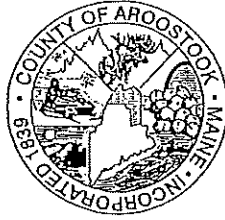
COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR

RYAN D. PELLETIER

COMMUNITY SERVICES DIRECTOR

PAUL G. BERNIER



COUNTY COMMISSIONERS

PAUL J. UNDERWOOD
PRESQUE ISLE

NORMAN L. FOURNIER
WALLAGRASS

WILLIAM T. DOBBINS
HOULTON

MEMORANDUM

DATE: February 27, 2024
TO: Ryan D. Pelletier, County Administrator
FROM: Paul Bernier, Community Services Director
RE: Ambulance Agreements for E-Plantation, and the Townships of TDR2, T9R3, T9R4, T8R3, and T10R3.

Attached is the proposed Agreement for Ambulance Services with **The Central Aroostook Ambulance Service (CAAS)** for the Unorganized Townships of E-Plantation, and the Townships of TDR2, T9R3, T9R4, T8R3 and T10R3.

This agreement covers the one (1) year period of January 01, 2024 through December 31, 2024. Referencing the attached cover letter from CAAS dated February 21, 2024, CAAS was able to hold the line in 2024 for all the identified Townships. The 2024 amount for TDR2, T9R3, T9R4, T8R3 and T10R3 will be a total of \$11,000. E-Plantation ambulance coverage also remains the same and represents a \$88.00 per capita fee for 64 residents for a total of \$5,632.00.

It is my recommendation that the proposed agreement be reviewed by the County Commissioner's and signed by the County Administrator.

**AMBULANCE SERVICE INTERLOCAL COOPERATION AGREEMENT
TOWNSHIPS TDR2, T9R3, T9R4, T8R3, T10R3 AND E-PLANTATION**

The Aroostook County Administrator acting in his capacity as Municipal Official for Townships D Range 2, Township 9 Range 3, Township T9R4 and Township T8R3, and Township T10R3 and Township E-Plantation, hereinafter referred as the "County" enters into an agreement with the Central Aroostook Ambulance County Emergency Medical Services Authority, dba Central Aroostook Ambulance Service, hereinafter referred to as "CAAS", in accordance with the vote of the CAAS Board at a regular meeting held on March 18, 2020, for ambulance service to residents of the above townships, hereinafter described and designated under the following terms and pursuant to 30-A M.R.S.A., Section 2203.

- A. CAAS and County entered into an Agreement of Ambulance Services effective January 1, 2024. This agreement shall be in effect for a period of one (1) year.
- B. County is in need of ambulance services to provide transport and emergency medical services to residents within the geographic boundaries of County.
- C. When a call for ambulance services from any person in the County is received, CAAS will respond or mutual aid will respond if necessary.
 - a. The CAAS Paramedic or EMT responding will be in charge of the medical emergency. The CAAS paramedic or EMT responding will determine the level of care needed as defined by the State of Maine Emergency Medical Services.
 - b. If the CAAS Paramedic or EMT responding determines more assistance is required, that assistance will be requested.
 - c. Once the CAAS Paramedic or EMT responding has determined the ambulance services are no long needed, they will return to assigned base.
- D. The County will compensate CAAS for providing ambulance service in the following amounts: **\$11,000** annually for Township 9 Range 3, Township D Range 2, Township T9R4, Township T8R3, Township T10R3 and a rate of **\$88** per capita for E-Plantation based on the Maine census numbers, currently population of 64 residents, totaling \$5,632 annually, with payment to be received quarterly (**\$4,158.00/qtr**) **\$16,632** annually.

E. This agreement can be terminated the following ways:

- a. At any time, when both parties, agree in writing, to an effective date of termination.
- b. Either party may terminate this agreement upon written notice to the other party at least three hundred sixty-five (365) days prior to the intended termination date.

F. The Contractor shall have and maintain Compensation Insurance, General Liability Insurance, and Vehicle Liability Insurance during the life of the Contract in the following amounts:

Compensation Insurance:		As required by law
General Liability:	Bodily Injury	\$1,000,000.00
	Property Damage	\$1,000,000.00
Vehicle Liability:	Single Occurrence	\$1,000,000.00
➤ Workers' Compensation:	Each Accident	\$500,000.00
(or)		
➤ Workers' Compensation State of Maine Approval Predetermination Status		

The Contractor shall furnish the Aroostook County Commissioners with the required Certificates of Insurance, with a minimum of that amount stated above. **SAID CERTIFICATES OF INSURANCE, IN ADDITION TO THE AMOUNT OF COVERAGE, SHALL CARRY A STATEMENT WORDED AS FOLLOWS:** In the event of Cancellation or Expiration of any of the foregoing policies, ten (10) days written notice by the Insurance Company shall be mailed to the Aroostook County Commissioners.

The Insurance Requirements for the Contractor shall also apply to any and all subcontractors hired by the Contractor.

The Contractor agrees to maintain liability insurance to protect it from personal injury, death or property damage claims which may arise from service operations under this contract. The Contractor further agrees to indemnify, assume the defense of, and save harmless the County, its agents and employees from liability, actions claims or damage for wrongful death, personal injury or property damage suffered by any person or association, which results from the willful or negligent action or inaction of the Contractor in the performance of duties, and the work performed under this contract.

The County of Aroostook agrees to the above terms.

Ryan Pelletier, County Official



Sam Clockedile, CAAS Representative

Date:

2-28-24

Date:

CAAS 2024 BUDGET

Based on US 2020 Census

Blaine - 667, Bridgewater - 532, Mars Hill - 1360 (Total = 2559)

Category	2023 Expense	2024 Expense	Variance	2023 Income	2024 Income	Variance
Totals to date	\$ 451,824.00	\$ 451,824.00	\$ -	\$ 451,824.00	\$ 451,824.00	\$ -

EXPENSE				INCOME			
EXPENSE	2023 EXPENSE	2024 EXPENSE	Variance	Income	2023 Income	2024 Income	Variance
Salaries (Manager+2 FT)	\$ 269,376.00	\$ 278,124.00	\$ 8,748.00	Ambulance	\$ 210,000.00	\$ 210,000.00	\$ -
FICA	\$ 20,668.00	\$ 22,000.00	\$ 1,332.00	Town Asses	\$ 225,192.00	\$ 225,192.00	\$ -
Retirement	\$ 6,000.00	\$ 6,000.00	\$ -	Cty Asses	\$ 16,632.00	\$ 16,632.00	\$ -
Vacation/Sick	\$ 10,080.00	\$ 11,000.00	\$ 920.00				
Health (3 FT)	\$ 37,000.00	\$ 25,000.00	\$ (12,000.00)				
Insurances	\$ 25,000.00	\$ 25,000.00	\$ -	\$88.00/Capit			
Rent/Mortgage	\$ 7,500.00	\$ 7,500.00	\$ -				
Cell Phones	\$ 1,200.00	\$ 1,200.00	\$ -				
Fuel (Amb, Trl & Garage)	\$ 10,000.00	\$ 10,000.00	\$ -				
Utilities (Elec,TV,Inter,Water)	\$ 5,000.00	\$ 5,000.00	\$ -				
Repairs	\$ 10,000.00	\$ 10,000.00	\$ -				
Supplies	\$ 12,000.00	\$ 12,000.00	\$ -				
Training	\$ 1,500.00	\$ 1,500.00	\$ -				
Dues	\$ 2,000.00	\$ 2,000.00	\$ -				
Payroll Processing	\$ 2,000.00	\$ 2,000.00	\$ -				
Miscellaneous	\$ 6,000.00	\$ 6,000.00	\$ -				
Dispatching	\$ 2,500.00	\$ 2,500.00	\$ -				
Capital lay-a-way	\$ 5,000.00	\$ 5,000.00	\$ -				
ComStar	\$ 12,000.00	\$ 13,000.00	\$ 1,000.00				
Snow Removal	\$ 1,000.00	\$ 1,000.00	\$ -				
Medical Director	\$ 1,500.00	\$ 1,500.00	\$ -				
Presque Isle Fire	\$ 1,000.00	\$ 1,000.00	\$ -				
Financial Review	\$ 3,500.00	\$ 3,500.00	\$ -				
Total Cost	\$ 451,824.00	\$ 451,824.00	\$ -	Total Cost	\$ 451,824.00	\$ 451,824.00	\$ -



February 21, 2024

County Commissioners, Aroostook
Attn: Paul Bernier
144 Sweden St.
Caribou, ME 04736

Good afternoon,

This letter is to inform you that the Central Aroostook Ambulance Service has completed our budget process. We are pleased to let you know that we were able to keep our cost per diem at the same rate as 2023.

The renewed annual total for E-Plantation and the 5 territories will continue to be \$16,632. Total quarterly amount will be billed to the County of Aroostook, for all areas beginning January 2024 in the amount of \$4,158 ($4 * \$4,158 = \$16,632$)

If you need any additional information, please let us know.

Thank you for your continued support of the Central Aroostook Ambulance Service.

Respectfully,

Gail McPherson
Secretary, CAAS Board of Directors

Paul Bernier

From: Gail McPherson <gail.caasbbm@gmail.com>
Sent: Wednesday, February 21, 2024 6:41 PM
To: Paul Bernier; ryan@atoostook.me.us; Sam Clockedile; Tracey Wright
Subject: CAAS 2024 Contract
Attachments: CAAS 2024 Budget.pdf; Ambulance Contract with County Updated 2024.docx; County Ambulance Contract 2024 letter.docx

Good evening,

I am sorry that I am late sending the contract for ambulance service for the territories and E Plantation for the calendar year 2024.

We are please to let you know that we were able to keep the costs the same as last year. This is good news for both you and our organization, as well as our communities.

Please find our letter and contract to be signed and returned.

If you have any questions, please let me know.

Sincerely,

Gail

425-5252

This email comes from outside the County of Aroostook email system. Please be cautious opening or clicking on any attachments or links.

County of Aroostook

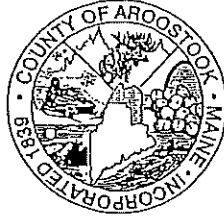
COMMISSIONERS' OFFICE

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NORMAN L. FOURNIER
WALLAGRASS

WILLIAM T. DOBBINS
HOULTON

March 11, 2024

Mr. A J Thorne
208 Monument Road
Amity, ME 04472

Re: ACO Agreement for Cary Township

Dear Mr. Thorne,

Once again, I would like to thank you for providing Animal Control services for the County of Aroostook in Cary Township. I am confident that you will hold the citizens of Cary Township accountable for their responsibility with regards to their pets, mainly dogs.

Enclosed is an Animal Control Officer Contract for Cary Township for the one-year period of January 01, 2024 to December 31, 2024. I would ask that you review it closely, sign, have witnessed and then return back to my office. I will then present the contract to the County Commissioner's for their approval at their March 20th meeting in Caribou. Once approved, I will have the County Administrator sign the agreement on behalf of the County of Aroostook. A completed copy will then be mailed back to you

Best regards,


Paul G. Bernier

Community Services Director

Unorganized Territory, County of Aroostook

144 Sweden Street, Suite 1

Caribou, ME 04736

Pc: Darcy Oliver, Hodgdon Town Manager

File

Encl: Agreement

COURTHOUSE, 144 SWEDEN STREET, SUITE 1, CARIBOU, MAINE 04736

Tel: (207) 493-3318 Fax: (207) 493-3491 Cell: (207) 227-5252

E-mail: paul@aroostook.me.us

Animal Control Contract Agreement

County of Aroostook (CARY TOWNSHIP)

This agreement dated this _____ day of March 2024 and executed by and between the County of Aroostook on behalf of the inhabitants of Cary Township by the Aroostook County Administrator herein after referred to as the “County”, and AJ Thorne, herein after referred to as the “Contractor”. In consideration of mutual covenants made herein, the parties agree as follows;

The Contractor agrees to:

1. Respond in a timely manner to complaints concerning animal problems or violations and ensure that the Animal Welfare laws are enforced.
2. Ensure that dogs six months of age or older are currently licensed with the Municipality of Hodgdon.
3. Inspect kennels in accordance to “Maine’s Rules Setting Minimum Standards for: Pet Shops, Shelters, Kennels, and Boarding Kennels”.
4. Respond to reports of an animal suspected of having rabies and ensure that the procedures established in 22 MRSA section 1313-A and “Rules Governing Rabies Management” are carried out.
5. Issue warnings or summons regarding animal control cases as required by State Laws, rules and regulations and municipal ordinances.
6. Appear in court to testify regarding animal cases.

The County agrees:

1. To pay the Contractor the sum of \$1,000.00 per year payable in one payment; first scheduled UT warrant date in December 2024.
2. To pay \$10.00 for each time an animal is transported to the Houlton Animal Shelter by the Contractor; ACO.
3. To pay \$0.625 per mile (Federal IRS Rate) for each mile that the Contractors ACO uses a vehicle while working on ACO related issues in Cary Township.

4. To be paid within two (2) weeks from date invoice is received at the County of Aroostook for any missed work due to court appearance, or long-lasting investigations/removals at the agreed upon amount of minimum wage.

5. **The term of this contract is for January 01, 2024 to December 31, 2024.**

IN WITNESS WHEREOF, the parties to this present have executed this contract each of which will be deemed an original on the 20th day of MARCH 2024.

Barbara J. Jones
WITNESS

A.J. Thorne
AJ Thorne, ACO

WITNESS

Ryan D. Pelletier, County Administrator

Filed with Fiscal Administrator _____, 2024

County of Aroostook

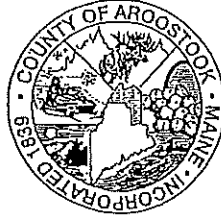
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PRESQUE ISLE

NORMAN L. FOURNIER
WALLAGRASS

WILLIAM T. DOBBINS
HOULTON

MEMORANDUM

DATE: March 12, 2024
TO: Ryan D. Pelletier, County Administrator
FROM: Paul Bernier, Community Services Director
RE: Ambulance Service Inc, 2024 Subsidy Request for Sinclair, Cross Lake, Square Lake, T15R6, T14R6, and T16R6

Attached is the proposed subsidy request from **Ambulance Service Inc.** for Ambulance coverage in Sinclair, Cross Lake, Square Lake, T15R6, T14R6, and T16R6. The requested amount of \$37,931.00 is based on the 2022 Equalized building and land values for these Townships.

This agreement is for the one (1) year period of January 01, 2024 through December 31, 2024.

➤ Sinclair	\$18,206.00
➤ Cross Lake	\$14,907.00
➤ Square Lake	\$ 3,983.00
➤ T15R6	\$ 835.00
	<u>\$37,931.00</u>

Based on the above information and supporting documents, it is my recommendation that the requested subsidy amount of \$37,931.00 be approved by the County Commissioners.

AMBULANCE INTERLOCAL COOPERATION

Township

Residential Structures

Population

Sinclair, Cross Lake, Square Lake, T14R6, T15R6 and T16R6

The Aroostook County Administrator acting in his capacity as Municipal Official for Sinclair, Cross Lake, Square Lake, T14R6, T15R6 and T16R6 hereinafter referred to as the "County", enters into an agreement with **Ambulance Service, Inc.**, hereinafter referred to as the "Contractor" in accordance with the **2024 Subsidy Allocation** request for ambulance service to the residents of Sinclair, Cross Lake, Square Lake, T14R6, T15R6, and T16R6., hereinafter described and designated under the following terms and pursuant to 30-A M.R.S.A., Section 2203.

1. The Contractor agrees to provide qualified ambulance service to Sinclair, Cross Lake, Square Lake, T14R6, T15R6, and T16R6.
2. When a call for aid or assistance from any person in the Unorganized Territory of Sinclair, Cross Lake, Square Lake, T14R6, T15R6, and T16R6 is received by the ambulance dispatcher, the following procedures will be followed:
 - A. When Ambulance Service, Inc. is not preparing to attend or attending another emergency, the dispatcher shall immediately dispatch the necessary force.
 - B. When Ambulance Service, Inc. is preparing to attend or attending an emergency, the dispatcher shall immediately notify the available ranking officer who shall decide what course of action to take. Emergency or non-emergency will be the determining factor.
3. The County acknowledges that ambulance services are contracted out to various areas and therefore Ambulance Service, Inc. should establish the following criteria: Ambulance Service, Inc. agrees, at all times to exercise its best effort to adequately cover all emergencies as they may occur; and to furnish service, in non-emergency situations as soon as practical as equipment and personnel are available; and all calls received shall be on a "first call, first served" basis, except that emergency calls will be given priority.
4. The County and Ambulance Service, Inc. have mutually agreed to the compensation, as specified in section 5 below, which shall be paid by the County for ambulance service. In reaching this agreement, the parties have considered the following conditions and factors, among others:
 - A. The fee is fair and equitable.
 - B. Non-residents (summer occupants & structures) have been treated as one quarter (1/4) residency.
 - C. Commercial / Industrial establishments have been treated separately.
 - D. Transients are not encompassed in this agreement, because their population is immeasurable.
 - E. State parks and picnic areas are not part of the Unorganized Territories, and therefore have not been included.

5. The Contractor shall have and maintain Compensation Insurance, General Liability Insurance, and Vehicle Liability Insurance during the life of the Contract in the following amounts:

Compensation Insurance:		As required by law
General Liability:	Bodily Injury	\$1,000,000.00
	Property Damage	\$1,000,000.00
Vehicle Liability:	Single Occurrence	\$1,000,000.00
➤ Workers' Compensation:	Each Accident	\$500,000.00 (or)
➤ Workers' Compensation State of Maine Approval Predetermination Status		

The Contractor shall furnish the Aroostook County Commissioners with the required Certificates of Insurance, with a minimum of that amount stated above. **SAID CERTIFICATES OF INSURANCE, IN ADDITION TO THE AMOUNT OF COVERAGE, SHALL CARRY A STATEMENT WORDED AS FOLLOWS:** In the event of Cancellation or Expiration of any of the foregoing policies, ten (10) days written notice by the Insurance Company shall be mailed to the Aroostook County Commissioners.

The Insurance Requirements for the Contractor shall also apply to any and all subcontractors hired by the Contractor.

The Contractor agrees to maintain liability insurance to protect it from personal injury, death or property damage claims which may arise from service operations under this contract. The Contractor further agrees to indemnify, assume the defense of, and save harmless the County, its agents and employees from liability, actions claims or damage for wrongful death, personal injury or property damage suffered by any person or association, which results from the willful or negligent action or inaction of the Contractor in the performance of duties, and the work performed under this contract.

6. Remuneration for this agreement has been calculated at:

January 01, 2024 to December 31, 2024

\$37,931.00

7. This agreement shall be in force for a period of one (1) year, **January 01, 2024 to December 31, 2024**, as described above. The County and Ambulance Service, Inc. shall review this agreement at the end of the final anniversary date, and either the County or Ambulance Service, Inc., by vote of their respective officials, can terminate this agreement upon ninety (90) days written notice to the other party. This agreement can be amended only by written agreement of the parties and shall not be changed or amended orally.

IN WITNESS WHEREOF, the parties to those present, have executed this contract each of which will be deemed an original on the _____ day of _____, 2024.



WITNESS

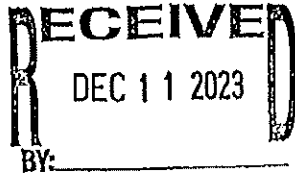


John Labrie, Director

WITNESS

Ryan D. Pelletier, County Administrator

Filed with Fiscal Administrator _____, 2024



Ambulance Service Inc
P.O. Box 190
Fort Kent, ME 04743

December 8, 2023

County Commissioners Office
Mr. Paul Bernier
144 Sweden Street, Suite 1
Caribou, ME 04736

Dear Mr. Bernier,

Ambulance Service Inc. (ASI) is once again requesting much needed subsidies from the communities we serve. This year we have had to increase the amount of our requests from the last year. The amount requested this year is \$37,931. Enclosed is an audit conducted by Felch & Company, LLC for 2022.

As in the past, in a few weeks we will provide you with last year's budget along with our budget for the upcoming year for your review.

We look forward to meeting with your budget committee and town council to review and discuss the subsidy request and our financial reports if you have questions. Thank you in advance for your support.

Sincerely,

A handwritten signature in cursive script that reads "John Labrie".

John Labrie, Director
Ambulance Service Inc.

Ambulance Service Inc.

Subsidy Allocations 2024

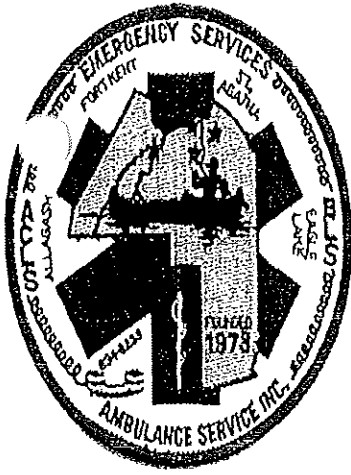
Town:	% Total Increase	2023 Subsidies	+/-	2024 Subsidies
Allagash	4%	9,975	+ 399	\$ 10,374
Eagle Lake	4%	31,215	+1,248	\$ 32,463
Fort Kent	4%	87,480	+3,499	\$ 90,979
New Canada	4%	9,155	+ 366	\$ 9,521
Saint Francis	4%	9,337	+ 373	\$ 9,710
Saint John Plt	4%	6,711	+ 268	\$ 6,979
Unorganized Territories	4%	36,473	+1,458	\$ 37,931
Wallagrass	4%	15,213	+ 608	\$ 15,821
Winterville Plt	4%	11,857	+ 474	\$ 12,331
		\$217,416		\$ 226,109



Unorganized Territory

To: John Martin
 From: Lisa Whynot, Deputy Director Lisa Whynot
 Date: January 5, 2024

Township	Map Number	Equalized Building value	2022 Equalized Land Valuation (no TG)	Free growth values	Total equalized Land value	TOTAL EQUALIZED VALUE (L+B)
T17 R4 WELS (Sinclair)	AR021	\$ 44,142,012.50	\$ 32,299,937.79	\$ 2,226,927.60	\$ 34,526,865.39	\$ 78,668,877.89
T16 R5 WELS (Square Lake)	AR030	\$ 7,175,275.00	\$ 7,951,656.25	\$ 1,387,758.32	\$ 9,339,414.57	\$ 16,514,689.57
Cross Lake Township	AR031	\$ 31,162,937.50	\$ 20,130,163.13	\$ 2,326,918.00	\$ 22,457,081.13	\$ 53,620,018.63
T14 R6 WELS	AR033	\$ 91,362.50	\$ 1,017,944	\$ 2,773,912.00	\$ 3,791,855.75	\$ 3,883,218.25
T15 R6 WELS	AR034	\$ 1,430,000.00	\$ 1,381,637.50	\$ 3,138,578.00	\$ 4,520,215.50	\$ 5,950,215.50
T16 R6 WELS	AR035	\$ 623,638	\$ 142,262.50	\$ 0	\$ 142,262.50	\$ 765,900.00
T15 R8 WELS	AR048	\$ -	\$ 1,107,781.30	\$ 3,433,263.00	\$ 4,541,044.30	\$ 4,541,044.30
		\$ 84,625,225.00	\$ 64,031,382.21	\$ 15,287,356.92	\$ 79,318,739.13	\$ 163,943,964.13



Ambulance Service Inc
P.O. Box 190
64 East Main Street
Fort Kent, ME 04743

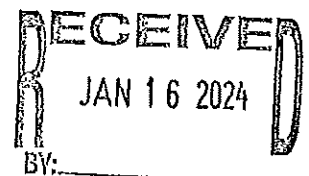
January 8, 2024

Enclosed you will find the proposed and approved budget by Ambulance Service Inc. Board of Trustees for 2024. You will also find the 2023 budget provided for comparison. You should already have received the 2022 audit performed by Felch & Company. If you have not, please let me know. You can contact me by calling my cell phone 207-436-0836 or via email which is jlabrie@ambulance-service.org.

All of the materials sent may be needed and helpful by your budget committees to address the needed subsidy requests. Thank you for your support.

Sincerely,

John Labrie, CEO
Ambulance Service Inc.



Ambulance Service, Inc.
2024
Proposed Budget

	Unaudited Dec 23	Jan - 2024 Budget	2023 Budget
Ordinary Income/Expense			
Income			
4000 · AMBULANCE REVENUE	\$ 1,210,934.97	\$ 1,285,000.00	\$ 1,115,500.00
4510 · THIRD PARTY ALLOWANCES	-261,396.59	-265,000.00	-255,000.00
4512 · OVERPAYMENT	-1,094.39	-10,000.00	-10,000.00
4513 · Other Write off	-2,403.83	-2,000.00	-500.00
4530 · Bad Debt Expense	-55,000.00	-76,500.00	-40,000.00
4540 · SUBSIDY	201,808.50	226,112.00	217,416.00
4545 · DONATIONS	-2,000.00	0.00	0.00
4550 · GAIN ON SALE OF ASSETS	-7,192.87	0.00	0.00
4620 · INVESTMENT INCOME	1,573.42	2,000.00	100.00
4621 · OTHER INCOME	0.00	0.00	2,250.00
Total Income	1,085,229.21	1,159,612.00	1,029,766.00
Expense			
CREW / VEHICLE EXPENSES			
5302 · Education	440.95	2,500.00	3,000.00
5304 · Fuel	41,356.99	47,500.00	55,000.00
5306 · License & Registration	287.00	500.00	500.00
5308 · Maintenance & Repairs	40,693.27	42,500.00	42,500.00
5310 · Medical	16,783.15	16,500.00	1,000.00
5311 · Miscellaneous	820.29	750.00	750.00
5312 · Oxygen	5162.2	5,000.00	4,500.00
5314 · Salaries	468,748.38	509,000.00	458,000.00
5315 · Supplies	12,157.20	12,500.00	25,000.00
5316 · Payroll Commute Mileage Salary	18,875.90	19,000.00	17,500.00
5317 · Meals	5,487.86	5,000.00	3,000.00
Total CREW / VEHICLE EXPENSES	610,813.19	660,750.00	610,750.00
5500 · OFFICE EXPENSES			
5420 · Advertising	195.00	300.00	500.00
5501 · ADM Management Fees	43,169.05	45,000.00	42,500.00
5501.3 · Accountant Fees	12,032.00	13,000.00	14,500.00
5501.4 · Employee Benefits	0.00	0.00	300.00
5502 · SUPPLIES	2,421.63	2,750.00	3,500.00
5503 · DISPATCHING	20,155.00	22,500.00	21,000.00
5504 · COMPUTER EXP.	588.00	2,500.00	6,000.00
5505 · TELEPHONE	6,335.70	6,400.00	5,400.00
5506 · INTERNET SERVICE	1,175.76	1,200.00	1,200.00
5507 · AUDIT & LEGAL	14,500.00	15,000.00	14,000.00
5509 · MISC. EXP.	0.00	500.00	1,500.00
5510 · INS INTEREST	0.00	0.00	1,000.00
5511 · INSURANCE	82,295.73	90,000.00	84,000.00
5512 · DEPRECIATION - VEHICLES	103,814.70	100,000.00	55,000.00

Ambulance Service, Inc.
2024
Proposed Budget

	Unaudited Dec 23	Jan - 2024 Budget	2023 Budget
5513 · DEPRECIATION - EQUIPMENT	23,301.08	25,000.00	25,000.00
5514 · FICA	41,156.53	45,000.00	36,000.00
5515 · ME UNEMPLOYMENT	1,561.99	2,500.00	2,400.00
5516 · FUTA	716.98	1,250.00	1,000.00
5522 · MEMBERSHIP DUES/SUBSCRIPTIONS	220.88	1,000.00	1,250.00
5523 · EDUCATION	1,719.93	2,000.00	2,000.00
5526 · Administrative Wages	50,370.00	52,000.00	40,000.00
5528 · Donations	957.26	1,500.00	3,500.00
5530 · Postage	537.21	500.00	1,000.00
5570 · Billing and Accounting Expense	850.16	1,000.00	1,250.00
5571 · Collection Fees	785.73	750.00	500.00
5572 · Vehicle Interest expense	18,910.01	24,000.00	10,000.00
5573 · Dues and Subscriptions	6,750.02	5,000.00	3,500.00
5576 · Banking Fees	2,562.89	2,750.00	3,800.00
5578 · Service Plan	0.00	0.00	1,750.00
6560 · Payroll Mileage Expense	792.87	1,000.00	1,800.00
5500 · OFFICE EXPENSES - Other	773.54	500.00	300.00
Total 5500 · OFFICE EXPENSES	438,549.65	464,900.00	385,450.00
5517 · Payroll Expense			0.00
5550 · Building Expenses			
5560 · Depreciation-Building	10,281.48	10,500.00	10,670.00
5561 · Utilities	7,431.97	7,500.00	7,000.00
5562 · Interest Expense	0.00	0.00	1,000.00
5563 · Snow Removal & Grounds Keeping	1,990.00	2,250.00	2,750.00
5564 · Supplies	1,984.57	1,500.00	1,100.00
5565 · Heating Oil	11,930.39	10,000.00	7,500.00
5566 · Building Maintenance	420.76	1,250.00	2,500.00
Total 5550 · Building Expenses	34,039.17	33,000.00	32,520.00
Total Expense	1,083,502.01	1,158,650.00	1,028,720.00
Net Income	\$ 1,727.20	\$ 962.00	\$ 1,046.00

FELCH & COMPANY, LLC
Certified Public Accountants

AMBULANCE SERVICE, INC.
as of
DECEMBER 31, 2022

Financial Statements

AMBULANCE SERVICE, INC.

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FELCH & COMPANY, LLC
Certified Public Accountants

P.O. BOX 906
CARIBOU, MAINE 04736
(207) 498-3176
FAX (207) 498-6278
E-MAIL: CPA@FELCHCPA.COM

Independent Auditors' Report

To the Board of Directors of Ambulance Service, Inc.

Opinion

We have audited the accompanying financial statements of AMBULANCE SERVICE, INC. (a nonprofit organization) which comprise the statements of financial position as of December 31, 2022 and December 31, 2021, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Ambulance Service, Inc. as of December 31, 2022 and December 31, 2021, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Our responsibility under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Ambulance Service, Inc. and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Ambulance Service, Inc.'s ability to continue as a going concern within one year after the date of the financial statements are available to be issued.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

To the Board of Directors of
Ambulance Service, Inc.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Ambulance Service, Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Ambulance Service, Inc.'s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Felch & Company LLC

November 10, 2023

AMBULANCE SERVICE, INC.

Exhibit A

Statements of Financial Position
December 31, 2022 and December 31, 2021

ASSETS

	<u>2022</u>	<u>2021</u>
CURRENT ASSETS		
Cash and temporary investments (Notes 1 and 2)	\$ 409,140	\$ 367,527
Accounts receivable, net of reserve for doubtful accounts of \$57,000 for 2022 and \$49,500 for 2021 (Notes 3, 5 and 6)	141,921	165,510
Employee retention tax credit	-	61,757
Prepaid expense	<u>7,272</u>	<u>17,153</u>
	<u>558,333</u>	<u>611,947</u>
PROPERTY AND EQUIPMENT (Notes 1 and 6)		
Building	236,846	234,296
Equipment	259,110	248,081
Vehicles	<u>552,516</u>	<u>504,017</u>
	1,048,472	986,394
Less accumulated depreciation	<u>(584,205)</u>	<u>(477,026)</u>
	<u>464,267</u>	<u>509,368</u>
	<u>\$ 1,022,600</u>	<u>\$ 1,121,315</u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES		
Accounts payable and accrued expenses	\$ 31,035	\$ 33,983
Current portion of long-term debt (Note 6)	44,162	111,886
Line of credit (Note 3)	-	-
	<u>75,197</u>	<u>145,869</u>
NONCURRENT LIABILITIES		
Noncurrent portion of note payable (Note 6)	<u>147,273</u>	<u>271,234</u>
Total liabilities	<u>222,470</u>	<u>417,103</u>
NET ASSETS		
Without donor restrictions	<u>800,130</u>	<u>704,212</u>
	<u>\$ 1,022,600</u>	<u>\$ 1,121,315</u>

The accompanying notes are an integral part of these financial statements.

AMBULANCE SERVICE, INC.

Exhibit B

Statements of Activities
For the Years Ended December 31, 2022 and December 31, 2021

	<u>2022</u>	<u>2021</u>
<u>CHANGES IN NET ASSETS WITHOUT DONOR RESTRICTIONS</u>		
REVENUES		
Ambulance revenue, net of contractual allowances	\$ 869,374	\$ 618,542
EXPENSES		
Salaries and wages	538,135	359,311
Occupancy expense	23,032	15,213
Supplies	31,020	42,212
Depreciation	107,180	56,244
Staff travel and training	5,347	6,881
Management fees (Note 4)	44,442	67,953
Dispatching	19,014	17,938
Insurance	79,560	84,564
Taxes	43,979	35,365
Vehicle expense	104,327	83,087
Interest expense	12,518	4,326
Professional fees	28,957	35,803
Other operating expenses	39,671	48,229
	<u>1,077,182</u>	<u>857,126</u>
(Decrease) in net assets without donor restrictions from operations	<u>(207,808)</u>	<u>(238,584)</u>
OTHER INCREASES IN NET ASSETS WITHOUT DONOR RESTRICTIONS		
Local subsidies (Note 7)	206,415	206,235
PPP loan forgiveness	95,334	-
Contributions	-	5,428
Interest income	1,977	-
	<u>303,726</u>	<u>211,663</u>
OTHER DECREASES IN NET ASSETS WITHOUT DONOR RESTRICTIONS		
Legal claims	-	15,000
Increase (decrease) in net assets without donor restrictions	95,918	(41,921)
NET ASSETS - BEGINNING OF YEAR	<u>704,212</u>	<u>746,133</u>
NET ASSETS - END OF YEAR	<u>\$ 800,130</u>	<u>\$ 704,212</u>

The accompanying notes are an integral part of these financial statements.

AMBULANCE SERVICE, INC.

Exhibit C

Statements of Cash Flows
For the Years Ended December 31, 2022 and December 31, 2021

	<u>2022</u>	<u>2021</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Increase (decrease) in net assets	\$ 95,918	\$ (41,921)
Adjustments to reconcile increase (decrease) in net assets to net cash provided by operating activities:		
Depreciation	107,180	56,244
A decrease in accounts receivable	85,346	18,996
A decrease in prepaid expenses	9,881	17,757
PPP debt forgiven	(94,439)	-
An increase (decrease) in accounts payable and accrued expenses	<u>(2,948)</u>	<u>17,082</u>
Net cash provided by operating activities	<u>200,938</u>	<u>68,158</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of equipment and vehicles	<u>(62,079)</u>	<u>(220,736)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Proceeds from long-term debt	-	328,268
Payments on long-term debt	<u>(97,246)</u>	<u>(115,337)</u>
Net cash provided by (used in) financing activities	<u>(97,246)</u>	<u>212,931</u>
Net Increase in Cash and Temporary Investments	41,613	60,353
Cash and Temporary Investments - Beginning of Year	<u>367,527</u>	<u>307,174</u>
Cash and Temporary Investments - End of Year	<u>\$ 409,140</u>	<u>\$ 367,527</u>
<u>SUPPLEMENTAL INFORMATION</u>		
Interest paid	<u>\$ 12,518</u>	<u>\$ 4,326</u>
Income taxes paid	<u>\$ -</u>	<u>\$ -</u>

The accompanying notes are an integral part of these financial statements.



NORTH LAKES FIRE & RESCUE DEPARTMENT
158 SWEDEN STREET • CARIBOU, MAINE 04736
PH: 207-493-4328 • FX: 207-493-4357
www.northlakesfireandrescue.org
darren@aroostookema.com

MEMO

DARREN R. WOODS
FIRE CHIEF

TO: Ryan Pelletier, County Administrator

DERRICK OUELLTEET
DEPUTY CHIEF

FROM: Darren R. Woods, Fire Chief

RE: North Lakes Fire Department

**DAN MOLAVER
BELANGER**
CAPTAIN
Cross Lake Station

Date: 3 - 4 - 2024

JOEY LEVESQUE
CAPTAIN
Sinclair Station

We would like to present a new member for acceptance to the North Lakes Fire & Rescue as a Firefighter:

LANE MOIR
CAPTAIN
Madawaska Lake Station

- Dell Brissette - Caribou

DON ENO
LIEUTENANT

Let me know if you have any questions.

ALEX LAPORTE
LIEUTENANT

WILL POLS
LIEUTENANT

After this one is added, our roster will have 37 firefighters, 4 communications people, 2 junior firefighters and 1 chaplain for a total of 44 members.

GARY LANGLEY
Safety Officer

Our goal is 50. You can only count on 1/3 of your roster to be available during an emergency which (at 50) would be 17 members. While this number is still small, it is a number that you can work with.

The nature of volunteerism has people coming and going frequently. While we try to retain them as long as possible, life changes happen so we do have people coming and going often.

Application for Employment

Please Print

Equal access to programs, services and employment opportunities is available to all persons without regard to race, religion, color, sex (including pregnancy), age, national origin, mental or physical disability, sexual orientation, gender identity, genetic information, or any other basis protected by federal, state, and/or local law.

In accordance with the Americans with Disabilities Act and/or applicable state and local laws, applicants requiring reasonable accommodations for the application and/or interview process should notify the Human Resources Department. Examples of reasonable accommodations include making a change to the application process; providing written materials in an alternate format such as braille, large print, or audio recording; using a sign language interpreter; using specialized equipment; or modifying testing conditions.

Name Brissette Dell Joseph Applicant ID # _____
 Address _____
 Telephone # _____ Cellular/Other Phone # () _____ E-mail Address _____
 Position(s) applied for Volunteer Firefighter Date of application 2/15/2024
 Referral Source (e.g., Walk-in, Job Posting, Company's Website, etc.) WALK IN

If necessary, best time to call you is _____ : _____ AM/PM
 Home Cellular/Other
 May we contact you at work? Yes No
 If yes, work number and best time to call:
 () : _____ AM/PM

If you are under 18 and it is required, can you furnish a work permit? N/A Yes No
 If no, please explain: _____

Have you submitted an application here before? Yes No
 If yes, give date(s) and position(s): _____

Have you ever been employed here before? Yes No
 If yes, give dates: From ___/___/___ To ___/___/___

Is this application a request for reemployment following an extended military leave of absence from this company? Yes No
 If yes, additional information may be requested.

Are you lawfully authorized to work in the United States? Yes No

Date available for work 2/16/24

What is your desired salary range or hourly rate of pay?
 \$ Open Per Open

Type of employment desired: Full-Time Part-Time
 Educational Co-Op Seasonal Temporary

Will you relocate if job requires it? Yes No

Will you travel if job requires it? Yes No

If they have been explained to you, are you able to meet the attendance requirements of the position? ... N/A Yes No

Will you work overtime if required? Yes No
 If no, please explain: _____

Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)?

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Yes No Need more information about the jobs "essential functions" to respond

Driver's license number required if driving may be required in the job for which you are applying:

Have you ever been bonded? Yes No

Have you ever pleaded "guilty" or "no contest" to or been convicted of a crime? NOTE: Answering "yes" to this question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account. You are not obligated to disclose juvenile records that have been expunged. Yes No

If yes, please provide date(s) and details:

Have you entered into an agreement with any former employer or other party (such as a noncompetition agreement) that might, in any way, restrict your ability to work for our company? Yes No

If yes, please explain: _____

Employment History

Starting with your most recent employer, provide the following information. You may include any verified work performed on a volunteer basis.

Employer State of Maine	Telephone # (207) 694-9990
Street address 66 Industrial Drive Augusta	City MAINE
Starting job title/final job title ISS 2	Dates employed still here
Immediate supervisor and title (for most recent position held) TIM FIRNKES	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Later
Why did you leave? still working	E-mail:
Summarize the type of work performed and job responsibilities. All 2 way Radio Service for State of Maine	
What did you like most about your position? Customers	
What were the things you liked least about the position?	

Employer RCM	Telephone # (207) 540-1544
Street address Rice Street Presque Isle ME	City 04769
Starting job title/final job title Radio tech	Dates employed 11 / 17 to 10 / 22
Immediate supervisor and title (for most recent position held) ERIC ERICKSON	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Later
Why did you leave? Went to work for State of Maine	E-mail:
Summarize the type of work performed and job responsibilities. All 2 way Radio Fix's And site work for State	
What did you like most about your position? Customer's and to be able to help	
What were the things you liked least about the position?	

Employer HOGAN FIRE	Telephone # (207) 764-1800
Street address Rice Street Presque Isle ME	City ME
Starting job title/final job title Mechanic	Dates employed 10 / 22 to 8 / 16
Immediate supervisor and title (for most recent position held) Steve	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later
Why did you leave? left to change occupation	E-mail:
Summarize the type of work performed and job responsibilities. State Inspection, build cruisers, site work for State of ME	
What did you like most about your position? Love to use hands and be able to fix cars	
What were the things you liked least about the position?	

Employer TA Service	Telephone # () unknown
Street address Dyer Street Presque Isle ME	City ME
Starting job title/final job title Mechanic	Dates employed ? / 10 to 8 / 16
Immediate supervisor and title (for most recent position held) Terry burebe	May we contact for reference? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Later
Why did you leave? business closed	E-mail:
Summarize the type of work performed and job responsibilities.	
What did you like most about your position?	
What were the things you liked least about the position?	

Employment History (continued)

Explain any gaps in your employment, other than those due to personal illness, injury, or disability.

If not addressed on previous page, have you ever been fired or asked to resign from a job? Yes No

If yes, please explain:

Skills and Qualifications

Summarize any special training, skills, languages, licenses, and/or certificates that may assist you in performing the position for which you are applying:

Willing to learn new things, Mechanic Background
2 WAY RADIO background

Computer Skills (Include software titles and level of experience, such as basic, intermediate, or advanced.)

Word Processing BASIC Level: basic Internet BASIC Level: _____
 Spreadsheet BASIC Level: _____ Other _____ Level: _____
 Presentation _____ Level: _____ Other _____ Level: _____
 E-mail BASIC Level: _____ Other _____ Level: _____

Educational Background

Starting with your most recent school attended, provide the following information.

School (include City and State)	# of Years Completed	Completed	GPA Class Rank	Major/Minor
NMCC Presque Isle		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input checked="" type="checkbox"/> Degree <u>Associate</u> <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____	3.2	Auto + mechanic
Presque Isle High School		<input checked="" type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		General
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		

References

List names and telephone numbers of three business/work references who are **not** related to you and are **not** previous supervisors. If not applicable, list three school or personal references who are **not** related to you.

Name	Title	Relationship to You	Telephone	E-mail	# of Years
[Redacted]					

Related Information

When answering these questions, please exclude any information that would reveal race, religion, color, sex (including pregnancy), age, national origin, mental or physical disability, sexual orientation, gender identity, genetic information, or other similarly protected status.

To what job-related organizations (professional, trade, etc.) do you belong? State of Maine

List special accomplishments, publications, awards, etc.

List any relevant volunteer work.

Is there any other job-related information you want us to know about you?

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete, and correct.

I expressly authorize, without reservation, the employer, its representatives, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resumé, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees, or representatives, for seeking, gathering, and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations, or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 60 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that reasonable safeguards will be taken to protect all personal information provided or obtained in conjunction with this application for employment. My personal information may be shared with the employer's affiliate(s) and third parties engaged by the employer to perform services for the employer. Any personal information shared with an affiliate or third party is to be used solely to perform the services requested by the employer.

This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her race, religion, color, sex (including pregnancy), age, national origin, mental or physical disability, sexual orientation, gender identity, genetic information, or any other protected status under applicable federal, state, or local law.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant [Handwritten Signature]

Date 2/15/2024

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**ATTORNEY
APPROVED**



Aroostook County
Sheriff's Office

Peter A. Johnson, Sheriff
Erica L. Pelletier, Chief Deputy

Patrol

Transportation

Corrections

Civil Process

To: County Commissioners

From: Peter A. Johnson, Sheriff

Reference: Recommission of Deputies

Deputy Richard York and part time Deputy Dan Marquis are up for recommission. Deputy York is currently working full time on the road and Deputy Marquis serves civil papers. It is my recommendation to recommission Deputy York and Deputy Marquis

FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839

25 School St., Suite 216, Houlton, ME 04730

Tel: 207-532-3471

Fax: 207-532-7319

COUNTY OF AROOSTOOK
OFFICE OF THE SHERIFF

APPOINTMENT OF DEPUTY SHERIFF

Placing special trust and confidence in your integrity, ability and discretion, I do, by virtue of the authority vested in me as Sheriff of Aroostook County, hereby appoint you an Aroostook County Deputy Sheriff. You are, therefore, directed to execute the duties of your appointment according to the Constitution of the United States and the State of Maine, the laws of the United States and the State of Maine, and the direction you receive from the Sheriff and his designee(s).

Oath of Office

I, Richard York, solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of Maine. I further swear that I will abide by the laws of the United States and the State of Maine, and that I will faithfully discharge my duties in accordance with the lawful orders of the Sheriff and those appointed over me. I hold my position and authority on behalf of the people of Aroostook County. In reverence of the law, I will conduct my duties in good faith; with honesty, courage and justice, to the best of my ability. I shall never betray the public trust or abuse my authority, so help me God.

Deputy Sheriff: _____ Date: _____

The above named, Deputy Sheriff, Richard York, personally appeared before me and took the above oath prescribed by the Constitution and laws of the State of Maine to qualify him / her to execute the duties to which he / she is being appointed by the Office of Sheriff.

Dedimus Postestatem: _____ Date: _____

Sheriff: _____ Date: _____

As prescribed by law, the Sheriff, by presentation of this commission, has notified the Board of County Commissioners of the appointment of the above listed individual as a Deputy Sheriff, of and for the County of Aroostook, Office of Sheriff. By execution of a board majority below, the Board of County Commissioners acknowledges the aforementioned statutory notification, and affirms the appointment.

RECEIVED AND RECORDED IN
APPOINTMENTS OF DEPUTY SHERIFFS

VOL: _____ PAGE: _____

ATTEST: _____ DATE: _____

_____ CLERK

**COUNTY OF AROOSTOOK
OFFICE OF THE SHERIFF**

APPOINTMENT OF DEPUTY SHERIFF

Placing special trust and confidence in your integrity, ability and discretion, I do, by virtue of the authority vested in me as Sheriff of Aroostook County, hereby appoint you an Aroostook County Deputy Sheriff. You are, therefore, directed to execute the duties of your appointment according to the Constitution of the United States and the State of Maine, the laws of the United States and the State of Maine, and the direction you receive from the Sheriff and his designee(s).

Oath of Office

I, Daniel Marquis, solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of Maine. I further swear that I will abide by the laws of the United States and the State of Maine, and that I will faithfully discharge my duties in accordance with the lawful orders of the Sheriff and those appointed over me. I hold my position and authority on behalf of the people of Aroostook County. In reverence of the law, I will conduct my duties in good faith; with honesty, courage and justice, to the best of my ability. I shall never betray the public trust or abuse my authority, so help me God.

Deputy Sheriff: _____ Date: _____

The above named, Deputy Sheriff, Daniel Marquis, personally appeared before me and took the above oath prescribed by the Constitution and laws of the State of Maine to qualify him / her to execute the duties to which he / she is being appointed by the Office of Sheriff.

Dedimus Postestatem: _____ Date: _____

Sheriff: _____ Date: _____

As prescribed by law, the Sheriff, by presentation of this commission, has notified the Board of County Commissioners of the appointment of the above listed individual as a Deputy Sheriff, of and for the County of Aroostook, Office of Sheriff. By execution of a board majority below, the Board of County Commissioners acknowledges the aforementioned statutory notification, and affirms the appointment.

*RECEIVED AND RECORDED IN
APPOINTMENTS OF DEPUTY SHERIFFS*

VOL: _____ PAGE: _____

ATTEST: _____ DATE: _____

_____ *CLERK*

DISPATCH SERVICE CONTRACT

This AGREEMENT, entered into by and between the COUNTY OF AROOSTOOK (hereinafter "County") and the town of Hodgdon (hereinafter "Town").

WITNESS,

That the County and the Town, for consideration paid, hereby agree as follows:

A. SERVICES

The County agrees to provide the Town with fire department emergency dispatching services. Fire calls received at the Sheriff's Department dispatch center in Houlton will cause the dispatcher to activate the Town's fire department paging system and to communicate, by means of the paging system, the location of the fire.

B. COST

The County will be paid for its services the sum of \$3,057.29 per calendar year, to be paid in advance before January 31 of that calendar year. Failure to pay the above sum will result in termination of any obligation by the County.

C. LINE COST, MAINTENANCE, EQUIPMENT

The Town shall pay the cost of installing and maintaining any and all equipment needed for the performance of this contract, including but not limited to: telephones, telephone lines, telephone line regular monthly and toll charges, pagers, radio receivers or transmitters and radio repeaters.

D. CONTRACT TERM

This contract shall commence on JANUARY 1, 2024, and end DECEMBER 31, 2024. This contract may only be renewed annually by approval of the Board of County Commissioners and the legislative body (selectmen, etc.) of the Town.

E. SUPERVISION

County dispatchers performing this contract are subject only to the authority of the Sheriff's Department, the County Administrator and the Board of County Commissioners, in that order.

F. TITLE TO PERSONAL PROPERTY

Personal property and equipment belonging to the County and used in the performance of this contract remains the property of the County. Personal property and equipment provided by the Town remains the property of the Town.

G. TERMINATION

This Contract expires automatically on December 31, 2024. It may be terminated earlier by mutual agreement of the parties. Should this Contract be terminated and not renewed, each party should return to the other party any personal property or equipment used in the performance of this Contract and owned by the other party.

Should the County contract out its dispatching services, this Contract may be unilaterally terminated by the County. In such an event, the County will retain the pro rata share of the annual contract cost representing the portion of the year for which services are actually provided, and will refund the balance to the Town.

H. APPROVAL

To be effective, this Contract must be approved by an affirmative vote of the Board of County Commissioners and of the legislative body (selectmen, etc.) of the Town, at a publicly announced duly called meeting. Copies of the minutes of the meeting of each body, attested by the legally appointed custodian of those minutes, along with the executed duplicate original copies of this Contract, shall be provided to and filed with the office of the Board of County Commissioners and the Town Clerk.

I. LIABILITY, INDEMNIFICATION

The Town agrees to assume liability, to indemnify and hold harmless the County, its employees, officials and agents, for any loss caused by any failure to properly dispatch, for any injury caused by a fire or firefighters responding to a fire or for any actions undertaken in their performance of this Contract.

IN WITNESS WHEREOF, the parties hereto have executed this contract on the 6th day of February, 2024.

COUNTY ADMINISTRATOR

WITNESS

SHERIFF

Darcy L. Oliver
to all

[Signature]
[Signature]
[Signature]
[Signature]

WITNESS

SELECTION MEN

DISPATCH SERVICE CONTRACT

This AGREEMENT, entered into by and between the COUNTY OF AROOSTOOK (hereinafter "County") and the town of Littleton (hereinafter "Town").

WITNESS,

That the County and the Town, for consideration paid, hereby agree as follows:

A. SERVICES

The County agrees to provide the Town with fire department emergency dispatching services. Fire calls received at the Sheriff's Department dispatch center in Houlton will cause the dispatcher to activate the Town's fire department paging system and to communicate, by means of the paging system, the location of the fire.

B. COST

The County will be paid for its services the sum of \$2,494.42 per calendar year, to be paid in advance before January 31 of that calendar year. Failure to pay the above sum will result in termination of any obligation by the County.

C. LINE COST, MAINTENANCE, EQUIPMENT

The Town shall pay the cost of installing and maintaining any and all equipment needed for the performance of this contract, including but not limited to: telephones, telephone lines, telephone line regular monthly and toll charges, pagers, radio receivers or transmitters and radio repeaters.

D. CONTRACT TERM

This contract shall commence on JANUARY 1, 2024, and end DECEMBER 31, 2024. This contract may only be renewed annually by approval of the Board of County Commissioners and the legislative body (selectmen, etc.) of the Town.

E. SUPERVISION

County dispatchers performing this contract are subject only to the authority of the Sheriff's Department, the County Administrator and the Board of County Commissioners, in that order.

F. TITLE TO PERSONAL PROPERTY

Personal property and equipment belonging to the County and used in the performance of this contract remains the property of the County. Personal property and equipment provided by the Town remains the property of the Town.

G. TERMINATION

This Contract expires automatically on December 31, 2024. It may be terminated earlier by mutual agreement of the parties. Should this Contract be terminated and not renewed, each party should return to the other party any personal property or equipment used in the performance of this Contract and owned by the other party.

Should the County contract out its dispatching services, this Contract may be unilaterally terminated by the County. In such an event, the County will retain the pro rata share of the annual contract cost representing the portion of the year for which services are actually provided, and will refund the balance to the Town.

H. APPROVAL

To be effective, this Contract must be approved by an affirmative vote of the Board of County Commissioners and of the legislative body (selectmen, etc.) of the Town, at a publicly announced duly called meeting. Copies of the minutes of the meeting of each body, attested by the legally appointed custodian of those minutes, along with the executed duplicate original copies of this Contract, shall be provided to and filed with the office of the Board of County Commissioners and the Town Clerk.

I. LIABILITY, INDEMNIFICATION

The Town agrees to assume liability, to indemnify and hold harmless the County, its employees, officials and agents, for any loss caused by any failure to properly dispatch, for any injury caused by a fire or firefighters responding to a fire or for any actions undertaken in their performance of this Contract.

IN WITNESS WHEREOF, the parties hereto have executed this contract on the 8th day of February, 2024.

WITNESS

COUNTY ADMINISTRATOR

Louis Scholtz
Louis Scholtz
Louis Scholtz
Louis Scholtz
WITNESS

Paul J. Frequent
Barry L. Campbell
Colly Shaw
David [Signature]
SELECTMEN



Aroostook County
Sheriff's Office

Peter A. Johnson, Sheriff
Erica L. Pelletier, Chief Deputy

Patrol

Transportation

Corrections

Civil Process

To: County Commissioners

From: Peter A. Johnson, Sheriff

Date: March 12, 2024

Reference: Full Time Patrol Sergeant

The Aroostook County Sheriff's Office recently advertised for fulltime Patrol Sergeant position and Reid Clark submitted an application. Reid has worked for the Aroostook County Sheriff's Office since 2015 as a Patrol Deputy. Reid has 9 combined years of experience in Law Enforcement as a Patrol Deputy for the Aroostook County Sheriff's Office. Reid also holds the rank of Technical Sergeant in the United States Air Force.

In addition, Reid has played a vital role in the training and mentoring of new deputies through the Field Training Officer program.

It is my recommendation that Reid Clark be hired with a start date of March 23, 2024, to fill the open full time Patrol Sergeant position that was recently advertised for.

FAITHFULLY SERVING OUR NEIGHBORS SINCE 1839

Reid A. Clark

Sheriff Pete Johnson
Aroostook County Sheriff's Office
25 School Street
Houlton, Maine 04730

(1)

Dear Sheriff Johnson,

Sir, I am writing in regards to the two positions advertised for Aroostook County Sheriff's Office Sergeant, Houlton, Maine. Please find my resume attached.

I have been a devoted member of the Aroostook County Sheriff's Office for the past 8 years. In the four years before joining our department, I enlisted in the United State Air Force, 101st Guard Unit, Bangor ME. I was also employed by the Sheriff's Office part-time as a patrol deputy for a year prior to getting a full-time position. My cumulative twelve years of experience has resulted in my ability to successfully navigate threw stressful, demanding environments with adaptability, commitment, and dedication.

Currently, I am assigned to rural patrol as a patrol Deputy in squad 3, Houlton Maine. I am assigned to patrol different all areas in Aroostook County. I respond to calls-for-service, incidents, and investigations for all assigned areas during the duty day. As of late, my role has been changed to more of a senior patrol role assisting my fellow officers when needed and assisting my supervisors when requested. During that time, I have been responsible as an on-call supervisor. At this time, I assist with supervisory duties when it comes to calls being dispatched. As of October 2022, I completed the police Officers Training course (PTO). I have successfully trained one new employed Deputy since becoming PTO. With being PTO and years of experience, my peers often call on me for guidance when dealing with complaints.

I have been named a Police Training Officer for newly assigned Deputies due to my level of integrity, dedication, and selflessness. During that time, I have been assisted in training a new Deputy and helped to shape them into the Deputy that best represent the Aroostook Sheriff's Office. My direct supervisor had spoken to me about how well I had done training the new Deputy.

I have proven myself time and time again that I exemplifying the core values of this great agency, both on and off duty. I show honor, integrity, and public confidence each and every day. A career goal of mine has always been to become a Sergeant in the Aroostook County Sheriff's Office. I also bring other knowledge and experience from the United State Military as being a Technical Sergeant in the United States Air Force. I have been a supervisor with USAF for four years and believe with that experience and knowledge it will greatly benefit me for Patrol Sergeant with the Sheriff's Office.

Sir, no other applicant for this position has my level of dedication or drive to continue to move this agency forward as we continuously grow. I hope you will support my candidacy for the Patrol Sergeant position and please do not hesitate to contact me if you have any questions.

Thank you for your consideration.

Respectfully,

Reid A. Clark

Reid A. Clark

Education

HIGH SCHOOL DIPLOMA | JUNE 2012 | EASTON JR/SR HIGH SCHOOL

-National Honors Society

Experience

AROOSTOOK COUNTY SHERIFFS OFFICE

2015-PRESENT

- Sheriff's Deputy, Squad 3 2015-Present
- Police Training Officer 2022-Present
 - Responsible for training newly hired officers to meet current standards set fourth by the Maine Criminal Justice Academy and national standards.
 - Train newly hired officers in a manner consistent with best practices and procedures set by the Aroostook County Sheriff's Office Operating Procedures.

UNITED STATES AIR FORCE

- 101st Security Force Squadron: Guardsman September 2012-Present
- Rank: Technical Sargent (E6) January 2022-Present
 - Technical expert within Security Forces responsible for the development of all assigned enlisted personnel.
 - Obtain maximum performance from each subordinate and ensure the mission is efficiently and effectively accomplished.
 - Continuously strive to broaden and perfect technical expertise and supervisory technics to operate at the tactical level of leadership.
- 101st ARW Certificate of Recognition-team award of "Top Performer" 2023
- Candidate, 101st ARW, Guardsman of the Year 2018
- The Air Force Achievement Medal for outstanding achievement 2018
- 101st ARW Certificate of Recognition- individual award of "Top Performer" 2016

AROOSTOOK COUNTY SHERIFF OFFICE

- Part-time Deputy 2014-2015
 - Responsible for the enforcement of Maine's traffic laws and criminal laws and the maintenance of public safety and security
 - Patrols an assigned area to respond to emergency calls for service, conduct criminal and traffic investigations, investigates highway crashes
 - Apprehends and assists in the prosecution of law violators through reports and court testimony, and provides aid and assistance to the public.

Training

POLICE OFFICER TRAINING PROGRAM

OCTOBER 2022

- *Hosted by Augusta Police Department, this course focused on mentoring skills, evaluation techniques, and training methodologies to guide and prepare newly assigned Officer's and document his/her progress throughout the Field Training Program.*

TN AIR NATIONAL GUARD ACTIVE DEFENSE PATROL COURSE

AUGUST 2021

- *Hosted by Tennessee ANG, this course focused on teaching and training security force members in an advanced active defense course. This patrol course enabled security force members to become experts in fire team moments and tactics. When completed, the member is qualified in over eighty techniques and specialized skills. Once member completes and passes all requirements, they receive the "patrol" tab symbolizing subject matter expert in active defense.*

USAF SECURITY FORCES LEADERSHIP COURSE

JUNE 2021

- *Hosted by Bangor Air National Guard Base, this course focused on leadership skills and techniques to guide new supervisors.*

MAINE DRUG ENFORCEMENT AGENCY COURSE

MARCH 2019

- *Hosted by the Maine Criminal Justice Academy, this course focused on basic drug investigation.*

BASIC LAW ENFORCEMENT TRAINING PROGRAM

SEPTEMBER 2015-DECEMBER 2015

- *Member of the 29th Basic Law Enforcement Training Program*

SECURITY FORCES TECHNICAL TRAINING (USAF)

NOVEMBER 2013-MARCH 2014

- *Five-month training designed to train airman in law enforcement and combat tactics. Must complete and pass all requirements before graduation to become Security Forces Member.*

BASIC MILITARY TRAINING (USAF)

SEPTEMBER 2013-NOVEMBER 2013

- *Eight-week training designed to challenge you both mentally and physically. Learning basics of the Air Force life and conditions yourself for requirements needed to graduate BMT.*

Assignments

RURAL PATROL- SHERIFF'S DEPUTY

2015- PRESENT

- *Assigned to patrol the rural areas of Aroostook County.*

POLICE TRAINING OFFICER (PTO/FTO)- ACSO

2022 - PRESENT

- *Selected to train and evaluate newly assigned Trooper's with emergency response, field investigations, traffic enforcement and techniques, officer safety, and other vital tasks.*

Aroostook Sheriff's Office OD

2021- Present

- *I have been the secondary and acting supervisor of Squad 3 for on call when a supervisor is out. During that time, I have supervised various calls for the squad.*