

MAINE STATE LEGISLATURE

The following document is provided by the
LAW AND LEGISLATIVE DIGITAL LIBRARY
at the Maine State Law and Legislative Reference Library
<http://legislature.maine.gov/lawlib>



Reproduced from scanned originals with text recognition applied
(searchable text may contain some errors and/or omissions)

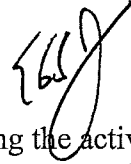
STATE OF MAINE

MEMORANDUM

January 26, 2006

To: Sen. Elizabeth M. Schneider; Rep. Christopher R. Barstow, Chairs, State and Local Government Committee

From: Earle G. Shettleworth, Jr., Chair, Capitol Planning Commission



Subject: Interim Report from the Capitol Planning Commission regarding the activities of the Committee to Study the Establishment of a Memorial for Emergency Medical Services Personnel

Pursuant to Resolves 2005, Chapter 124 (see attachment), it is my pleasure to submit to the Committee on State and Local Government, the Interim Report of the Committee to Study the Establishment of a Memorial for Emergency Medical Services Personnel.

Please do not hesitate to contact me if you have any questions relating to this matter.

Committee to Study the Establishment of a Memorial for Emergency Medical Services Personnel: Resolves 2005, Chapter 124

**Interim Report from the Capitol Planning Commission
To the State and Local Government Committee**

January 15, 2006

1. Legislation

Resolves 2005, Chapter 124 (Attachment 1) established the Committee to Study the Establishment of a Memorial for Emergency Medical Services (EMS) Personnel. The Resolve created several filing deadlines, as follows:

- a. Interim Report to the Capitol Planning Commission (CPC) January 2, 2006
- b. CPC Report to the Joint Standing Committee on State and Local Government, January 15, 2006
- c. Final Report of the Committee to the CPC, March 15, 2006

2. Composition of the Committee

The Committee has ten members, as follows (Attachment 2):

The Bureau of General Services serves as staff to the Committee.

3. Memorial Park

One of the charges to the Committee is to determine the site for the EMS Memorial. The Resolve provides as follows: "If a suitable location for the emergency medical services memorial cannot be located within the memorial park, then the memorial may be located adjacent to the existing police and firefighters memorials."

The Bureau of General Services (BGS), pursuant to a Request for Qualifications process (Attachment 3), has selected a team consisting of Richardson & Associates (Todd Richardson) and sculptor Evan Haynes to design a Memorial Park for the State. The State is pursuing developing the Park at the sole remaining green space on the East Campus, which is a sweeping expanse stretching from Hospital Street to Arsenal Street directly across the Kennebec River from the State House. Members of the Capitol Planning Commission generally agree that this is a suitable location for a Memorial Park.

Currently, both the memorial to honor Law Enforcement and Firefighters are located along State Street, south of the State House. Law Enforcement representatives feel

that their Memorial is properly sited and are not inclined to support a move at this time. Representatives of the Firefighters are satisfied with their memorial's current location as well, but are open to the possibility of relocating across the river to the East Campus Memorial Park.

The EMS Memorial representatives believe that their memorial should be co-located with the Law Enforcement and Firefighters' Memorials.

It is too early in the process for the EMS committee members and the design team to make a recommendation about the location of the EMS Memorial, but discussions will be ongoing. For purposes of design, the Committee will assume that the EMS Memorial will be sited along State Street with law and fire personnel.

4. Process and Meetings

Two Committee meetings have been held, and meeting minutes are attached (Attachments 4 and 5). The October 18, 2005 meeting was organizational in nature, addressing general aspirations for the Memorial, designees to BGS' Memorial Park selection committee, oversight and maintenance of the Memorial, and insurance issues.

The second meeting was held on December 14, 2005. Discussions with Law Enforcement representatives were reviewed. The design team, Richardson & Associates and Evan Haynes were introduced, and EMS attendees expressed interest in working with the team to design their memorial. The Presiding Chair, Representative Tuttle, appointed a subcommittee to work with Todd Richardson and Evan Haynes to create a design. Kevin McGinnis was appointed Chair. The rest of the subcommittee consists of four EMS representatives and one representative from the Maine Historic Preservation Commission. EMS personnel established some meeting dates with the designers in order to develop criteria for the Memorial's design. Evan Haynes expressed the thought that the Memorial could be very different, depending on the location (State Street or East Campus Memorial Park). All parties agreed that they would be open and flexible pending determination of a final location.

5. Next Steps

The Committee will meet for the third time on January 30, 2006. At that time, design considerations will be discussed and criteria established. It is not likely that the site will be established by that date.

The design team's contract with BGS is being finalized, but a scope of work has been agreed upon.

CHAPTER 124

S.P. 516 - L.D. 1498

Resolve, To Establish the Committee To Study the Establishment of a Memorial for Emergency Medical Services Personnel and To Set Aside Space for That Memorial

Sec. 1. Committee established. Resolved: That the Committee to Study the Establishment of a Memorial for Emergency Medical Services Personnel, referred to in this resolve as "the committee," is established; and be it further

Sec. 2. Committee membership. Resolved: That the committee consists of 9 members appointed as follows:

1. One member of the Senate appointed by the President of the Senate;

2. Two members of the House of Representatives appointed by the Speaker of the House;

3. Three Maine emergency medical services licensed personnel of different license levels appointed by the President of the Senate;

4. One representative of the Maine Emergency Medical Services Memorial Fundraising Project appointed by the Speaker of the House;

5. One representative of the State House and Capitol Park Commission appointed by the chair of that commission; and

6. One representative of the Capitol Planning Commission appointed by the chair of that commission; and be it further

Sec. 3. Chair. Resolved: That the Senate member of the committee is the chair of the committee; and be it further

Sec. 4. Appointments; convening of committee. Resolved: That all appointments must be made no later than 30 days following the effective date of this resolve. The appointing authorities shall notify the Secretariat of the Capitol Planning Commission once all appointments have been completed. Within 15 days after appointment of all members, the chair shall call and convene the first meeting of the committee; and be it further

Sec. 5. Duties. Resolved: That the committee shall study issues and make recommendations regarding the establishment of a memorial to honor emergency medical services personnel who have fallen in the line of duty and others who have made significant contributions to the development of the statewide Maine emergency medical services system, including, but not limited to:

1. Where within the areas described in section 11 of this resolve, the memorial should be located;
2. What should be inscribed on the memorial;
3. The design of the memorial; and
4. The cost of establishing and maintaining the memorial and the process of fund-raising to ensure that no state funds will be required; and be it further

Sec. 6. Staff assistance. Resolved: That the Department of Administrative and Financial Services, Bureau of General Services shall provide necessary staffing services to the committee; and be it further

Sec. 7. Meetings. Resolved: That the committee may hold up to 4 meetings, one of which must be a public hearing; and be it further

Sec. 8. Compensation. Resolved: That the legislative members of the committee are entitled to receive the legislative per diem, as defined in the Maine Revised Statutes, Title 3, section 2, and reimbursement for travel and other necessary expenses related to their attendance at authorized meetings of the committee. Other members of the committee not otherwise compensated by their employers or other entities that they represent are entitled to receive reimbursement of necessary expenses and, upon a demonstration of financial hardship, a per diem equal to the legislative per diem for their attendance at authorized meetings of the committee; and be it further

Sec. 9. Funding. Resolved: That the committee shall seek outside funds to fully fund all costs of the committee. If sufficient outside funding has not been received by November 15,

2005 to fully fund all costs of the committee, no meetings are authorized and no expenses of any kind may be incurred or reimbursed. Contributions to support the work of the committee may not be accepted from any party having a pecuniary or other vested interest in the outcome of the matters being studied. The Department of Administrative and Financial Services shall establish an account to receive donations and other funds raised for the memorial. All funds accepted must be forwarded to the department along with an accounting record that includes the amount of funds, date the funds were received, from whom the funds were received and the purpose and any limitation on the use of the funds. The Department of Administrative and Financial Services, Bureau of General Services shall administer any funds received. The Department of Administrative and Financial Services must transfer \$1,260 to the Legislature at the beginning of the fiscal year for the payment of per diem and expenses of the Legislators; and be it further

Sec. 10. Consultation; reports. Resolved: That, no later than January 2, 2006, the committee shall submit its initial report for review by the Capitol Planning Commission. A final report must be submitted to the Capitol Planning Commission by March 1, 2006. Upon submission of its required reports, the committee terminates; and be it further

Sec. 11. Coordination with Capitol Planning Commission. Resolved: That, no later than January 15, 2006, the Capitol Planning Commission shall submit its initial report to the Joint Standing Committee on State and Local Government identifying where, within the Capitol Planning District boundaries, it intends to establish a memorial park. The initial report must also include criteria for the types of memorials permitted, the method for submission and the approval of a memorial and the criteria for material, design and scale of proposed memorials. The final report to the Joint Standing Committee on State and Local Government is due on March 15, 2006. If a suitable location for the emergency medical services memorial cannot be located within the memorial park, then the memorial may be located adjacent to the existing police and firefighters memorials; and be it further

Sec. 12. Appropriations and allocations. Resolved: That the following appropriations and allocations are made.

ADMINISTRATIVE AND FINANCIAL SERVICES,
DEPARTMENT OF

Buildings and Grounds Operations 0080

Initiative: Provides funds for the expenses of members of the

Committee to Study the Establishment of a Memorial for Emergency Medical Services Personnel.

OTHER SPECIAL REVENUE FUNDS	2005-06	2006-07
All Other	\$2,000	\$0
OTHER SPECIAL REVENUE FUNDS TOTAL	<u>\$2,000</u>	<u>\$0</u>

ADMINISTRATIVE AND FINANCIAL SERVICES,
DEPARTMENT OF

DEPARTMENT TOTALS	2005-06	2006-07
OTHER SPECIAL REVENUE FUNDS	\$2,000	\$0
DEPARTMENT TOTAL - ALL FUNDS	<u>\$2,000</u>	<u>\$0</u>

LEGISLATURE

Miscellaneous Studies 0444

Initiative: Provides funds for the per diem and expenses of 2 legislative members of the committee.

OTHER SPECIAL REVENUE FUNDS	2005-06	2006-07
All Other	\$1,260	\$0
OTHER SPECIAL REVENUE FUNDS TOTAL	<u>\$1,260</u>	<u>\$0</u>

LEGISLATURE

DEPARTMENT TOTALS	2005-06	2006-07
OTHER SPECIAL REVENUE FUNDS	\$1,260	\$0
DEPARTMENT TOTAL - ALL FUNDS	<u>\$1,260</u>	<u>\$0</u>

SECTION TOTALS	2005-06	2006-07
OTHER SPECIAL REVENUE FUNDS	\$3,260	\$0

SECTION TOTAL - ALL FUNDS	\$3,260	<u>\$0</u>
---------------------------	---------	------------

Emergency Medical Services Personnel Memorial Committee

Name	Telephone	Address	City	State	Zip	E-mail
Senator Scott W. Cowger	287-1540	11 Inn Rd.	Hallowell	ME	04347	senscott.cowger@legislature.maine.gov
Representative Terrence McKenney	287-1400	14 Crystal Lane	Cumberland Center	ME	04021	repterrance.mckenney@legislature.maine.gov
Representative John Tuttle	324-5964	176 Cottage St.	Sanford	ME	04073	meghan_tuttle@yahoo.com
David Boulter	287-1615	115 State House Station	Augusta	ME	04333	david.boulter@legislature.maine.gov
Earle Shettleworth	287-2132	65 State House Station	Augusta	ME	04333	earle.shettleworth@maine.gov
Kirk Mohney (Designee for MHPC)	287-2132	65 State House Station	Augusta	ME	04333	kirk.mohney@maine.gov
Carla J. DeGraw (W) 778-7241	778-2687 (H)	172 Dyer Brown Rd.	New Sharon	ME	04955	carlad@maine.edu
Richard Petrie	786-4599	97 Old Woodman Hill Rd.	Minot	ME	04258	rpetrie@kvems.org
Cynthia Thompson	623-8146	8 Quimby St.	Augusta	ME	04330	classylady439@yahoo.com
Kevin McGinnis	622-1350	57 Central St.	Hallowell	ME	04347	k.mcginis@adelphia.net
Elaine Clark/Jennifer Merrow (BGS staff)	624-7360	77 State House Station	Augusta	ME	04333	elaine.clark@maine.gov jennifer.merrow@maine.gov

<LEGAL ADVERTISEMENT>
NOTICE TO

**LANDSCAPE ARCHITECTS/PLANNERS/ ARCHITECTS
REQUEST FOR QUALIFICATIONS**

The Bureau of General Services (BGS) and the Capitol Planning Commission (CPC) wish to procure design services for a proposed Memorial Park in Augusta, Maine. The Park will be designed as a contemplative and ceremonial site for Memorials of statewide significance. Services will include evaluation of State-owned sites in the greater Augusta area; landscape design; development of cost estimates for landscaping; permitting; and guidelines for the design and installation of individual Memorials. The designer will evaluate existing Memorials on State property in the Augusta area and recommend possible relocation to the Memorial Park. The designer will recommend whether other civic or public uses on portions of the site would be appropriate. The designer will assist the "Commission to Arrange for a Monument Honoring Women Veterans of Maine" in developing a design for the Women's Veterans Memorial (Resolves 2005, Chapter 116); and will assist the "Commission to Study the Establishment of a Memorial for Emergency Medical Services Personnel" in developing a design for the Emergency Medical Services Personnel Memorial (L.D. 1498). The designer will make recommendations about the manner in which donations to the Memorial Park and individual Memorials will be recognized.

The only source for supplemental information about this RFQ is available on the BGS website:

<http://www.maine.gov/bgs/constrpublic/businessopps/rfq/index.htm>

Based on qualifications presented by the selected design team, BGS, the CPC and the two above Commissions may elect to contract with any member of the selected design team for further services that are addressed in the interview process for subsequent phases of this project.

Interested parties should submit seven (7) copies of their qualifications package on or before 3:00 p.m. Friday, November 4, 2005. This document should contain a statement of understanding of the project, relevant examples of work clearly showing

each team member's responsibility, personnel profiles and their proposed role in this project, evidence of capability to perform this project, and references.

All parties responding, and those selected for interviews, will be evaluated on the basis of qualifications only, including availability, relevant experience, and references. The selected design team must demonstrate experience in design of memorials and memorial landscapes. Fees and specific design concepts for this project shall not be discussed at the interview. Fee will be negotiated with the firm determined by the Selection Committee to be the first choice for these services. Please submit qualifications to: Jennifer Merrow, Bureau of General Services, 4th Floor, Cross State Office Building, 111 Sewall Street, 77 State House Station, Augusta, Maine 04333.

Minutes of First Meeting
October 18, 2005, 2:00 p.m.
Transportation Committee Room
State House

Committee to Study the Establishment of a Memorial for Emergency Medical
Services Personnel Memorial

Members present: Chair, Sen. Scott Cowger; Carla DeGraw; Cynthia Thompson; Kevin McGinnis, Kirk Mohney of the Maine Historic Preservation Commission

BGS Staff to the Committee: Christopher Parr and Elaine Clark

Administrative Matters. Various administrative matters were reviewed, including compensation of legislators and possible compensation of non-legislators for expenses or per diem if hardship is demonstrated.

Legislative Authority. Chris Parr reviewed the Committee's legislative authority and filing deadlines. The deadlines are as follows:

- On or before 15 November the Committee must secure outside funds to fully fund all costs of the Committee, or no meetings of the Committee are authorized and no expenses of any kind may be incurred or reimbursed.
- On or before 2 January 2006 the Committee must submit an initial report to the Capitol Planning Commission (CPC).
- On or before 5 January 2006 the CPC must submit an initial report to the Joint Standing Committee on State and Local Government identifying where, within the Capitol Planning District, the Commission intends to establish a memorial park. The report also must include criteria for the types of memorials permitted, the method of submission and approval of a memorial, and the criteria for material, design, and scale of proposed memorials.
- On or before 1 March 2006 the Committee must submit a final report to the CPC.
- On or before 15 March 2006 the CPC must submit a final report to the Joint Standing Committee on State and Local Government.

A question was raised whether, upon completion of the Committee and Capitol Planning Commission's work, additional legislative approval is required. Chris Parr is to review this with the Attorney General's office and Executive Director of the Legislative Council.

Location of Memorial. The location of the Memorial was discussed in the context of the Request for Qualifications issued by the Bureau of General Services. The RFQ solicits designers to assist in selection of a Memorial Park in

Augusta. This is a possible site for the EMS Memorial. The designer may assist the EMS Memorial Committee with design of the monument if the Committee so elects.

Carla DeGraw and Cynthia Thompson agreed to serve on the RFQ selection committee.

The Committee was clear that the EMS Memorial needs to be co-located with the Police and Fire Fighters' memorial. Chris Parr and Kevin McGinnis to contact the representatives from the Police/Fire Memorial to discuss possible relocation to a Memorial Park. The EMS Memorial will remain along State Street near the other Memorial if those responsible decide to leave the Police/Fire Memorial in its current location.

Committee members discussed the importance of having sufficient space for vehicle musters (cars, ambulances) and the fact that the State Street area seems awkward for achieving this.

The Committee agreed to proceed with development of language for the Memorial; solicitation of ideas for features on the Memorial; determination of names to be included; and development of criteria for addition of names in the future. Generally, Kevin McGinnis thought the Memorial should be the same scale as the Police/Fire Memorial and have three parts: one for fallen heroes; one for the EMS system; and one for a description of the EMS system.

Oversight of memorial. Senator Cowger discussed the need for a group to oversee the memorial in perpetuity and suggested that his aide could work on this. It may be possible to assign this duty to the EMS Board.

Ownership and Risk Management. Elaine Clark thought that the EMS oversight group would own and be responsible for maintenance of the Memorial itself and that BGS' grounds crew could maintain the grounds. A discussion ensued about insurance needs and the group agreed that the State's Risk Management Division should be invited to the next meeting to clarify.

Next Meeting. December 1 at 2:00, Transportation Committee, State House.

RFQ proposals are due on November 4th. Carla and Cynthia will serve on the selection committee, interviews need to be on Thursdays and/or Fridays. Evaluations will be held and selection will be made before Thanksgiving.

Minutes of Second Meeting
December 14, 2005, 2:00 p.m.
Taxation Committee Room
State House

Commission to Study the Establishment of a Memorial for Emergency Medical
Services Personnel

Members present: Rep. John Tuttle, Chair (designated by Sen. Scott Cowger); Rep. Terrence McKenney; David Boulter, Executive Director of the Legislative Council; Carla DeGraw; Cynthia Thompson; Kevin McGinnis; Kirk Mohney, representing the Capitol Planning Commission for Earle Shettleworth

BGS Staff to the Commission: Christopher Parr and Elaine Clark

Others: Evan Haynes and Todd Richardson, the team selected to design the Memorial Park

Motion to accept minutes of October 18, 2005 meeting approved unanimously (6-0).

Statutory deadlines were reviewed: interim report is due to the Capitol Planning Commission by January 2, 2006. The CPC's report is due to the State and Local Government Committee by January 15, 2006. The CPC's final report is due by March 15, 2006.

Elaine Clark reviewed the Memorial Park progress to date: four teams were interviewed in November 2005. The team consisting of Todd Richardson (landscape architect) and Evan Haynes (sculptor) was unanimously selected to design the Memorial Park. Both were in attendance and gave brief remarks.

The Bureau of General Services agreed to fund the design costs for the EMS Memorial regardless of the location (along State Street, near the existing Police and Firefighters Memorials or in Memorial Park).

A subcommittee consisting of 4 EMS representatives and 1 member of the Maine Historic Preservation Commission were designated as a sub-group to work with the designers on design concepts. An informal meeting (to develop EMS criteria and ideas) to be held prior to January 17, 2006, and a formal subcommittee meeting to be held on January 17, 2006. Evan Haynes pointed out that the design could look different, depending on the location selected.

Kevin McGinnis pointed out that no other state has an EMS Memorial.

Rep. McKenney suggested that input from the field of EMS professionals be sought, and Kevin McGinnis thought that a page on the EMS website would be useful.

Risk Management, represented by its Director, Dave Fitts, was asked about insurance and liability issues. He stated that the State does not insure memorials, and that the State is immune from liability for memorials.

A representative of a state-wide firefighters association stated that the firefighters pay for private insurance on their existing memorial. The association's Board was meeting on December 17th and was not fundamentally opposed to moving their memorial to the new Park.

Rep. Tuttle asked for a site walk, to be coordinated by BGS.

Elaine Clark and David Boulter to collaborate on an interim report, in the form of a letter, to be submitted by the Chair to the CPC.