



**City of Biddeford
Finance Committee**

August 18, 2026 at 5:00 PM
City Hall Council Chambers & Teams

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1. Call to Order
2. Approval of Minutes
 - 2.a Finance Committee Minutes- August 4, 2026
3. Signing of the Expenditure Warrant
4. Discussion/Approval
 - 4.a Final Update — Fire Department Maine EMS Sustainability Grant #2
5. Other Business
6. Adjourn

City of Biddeford
Finance Committee
August 4, 2026 5:00 PM Council Chambers & Zoom

Councilor Beaupre: Present
Councilor Lessard: Present
Councilor Dougherty: Present
Mayor Lafontaine: Present

1. Call to order

2. Approval of the Minutes

Approved

3. Signing of the expenditure warrant

None

4. Discussion/Approval

4.a Review of FY26 Revenues and Expenditures

Director Matherne gave an update on FY26 YTD ending balances. These numbers have not been audited, but where the expenses and revenues currently stand.

5. Other Business

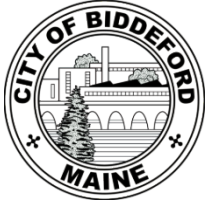
Councilor Lessard wants to know what funds are left in Capital and would like to release some funds for projects such as paving.

Councilor Beaupre – Questioned funding for cameras for PD interview room

6. Adjourn

Councilor Lessard 5:21
Second: Councilor Dougherty

Unanimous



Finance Committee

Meeting Date: August 18, 2026
Meeting Time: 5:00 PM
Agenda Item No: 4.a
Item Description: Final Update — Fire Department Maine EMS Sustainability Grant #2
Submitted By: Lawrence D. Best, Fire Chief

Key Terms:

Final Update — Fire Department Maine EMS Sustainability Grant #2

Executive Summary:

On July 15, 2025, the City Council approved accepting grant funds in the amount of \$102,698.33 from the State of Maine Department of Public Safety as part of the State EMS Sustainability Program (see meeting minutes City Council Meeting (Live) • Agendas and Minutes - City of Biddeford, ME • CivicClerk). As part of Council Order 2025.91 (see Attachment #3), the Fire Chief is to provide the Finance Committee, on a quarterly basis, with the grant performance progress reports and supporting documentation required to be submitted to the State of Maine Department of Public Safety. This is that quarterly update.

The grant was received in the second (2nd) quarter and accepted in the third (3rd) quarter of the grant program. During the 1st quarter of 2026 of the grant. The grant has been completed expended for a total of \$102,698.33 (see Attachment #1- Biddeford FINAL Sustainability Grant Progress Report and Attachment #2- FY26 EMS Grant #2 Expense Tracking Worksheet-Final, which is the internal Fire Department expense tracking document).

This leaves a grant balance of \$0.00 which was completed by June 30, 2026.

Detailed Review:

In May 2025, Assistant Fire Chief Edward Dexter submitted an application for the second round of grant funds from the State of Maine Department of Public Safety for the Maine EMS Sustainability Program. The grant funds must be used only for the purposes outlined in the Grant Application (see below) and these funds must be spent by June 30, 2026. The Fire Department has received notice of the award in the grant amount of \$102,698.33. There are no local matching funds necessary or associated with this grant.

A copy of the grant agreement and Order for authorization is included in this packet (see Attachment #4). Eligible Grant Funded Activities: Recipients shall ensure that awarded grant funding is used for approved expenses only. The funding shall only be utilized for the following activities:

1. The initiation or support of programs, applications, or the use of consultants or experts to establish or support an ongoing mental health and wellness program.
2. The consolidation and/or regionalization of the delivery of emergency medical services.
3. Inter-municipality EMS planning for rural patient transport.
4. Supporting training directly related to the provision of clinical care, safety, leadership, or management of EMS.
5. Supplementing wages, benefits, stipends, and incentives for EMS clinicians, Ambulance Operators, and/or administrative support staff (e.g. service-level medical director, quality assurance and improvement officer, infection control officer, training officer, and administrative aid).
6. Implementation of other programming directly related to the Maine EMS Plan for a Sustainable EMS System in the State of Maine: A Vision for 2035, as published on May 22, 2023,
7. Investment in capital expenditures not to exceed \$100,000.00 in the aggregate.

Funding Source:

N/A

Staff Recommendation:

N/A

Next Steps:

N/A

Attachments:

1. ATTACHMENT #1- Biddeford Sustainability Final Report - 2026-07-28T100615.603
2. ATTACHMENT #2 - FY26 EMS Grant #2 Expense Tracking Worksheet Final 07-28-2026
3. ATTACHMENT #3 - 2025.91) - Attest
4. ATTACHMENT #4 - Maine EMS SUST-0100-0165 (1)



Maine EMS Sustainability Grant Final Report

Biddeford Ambulance Service

Agency	Biddeford Ambulance Service (0100)		
Reported By	Lawrence D. Best, Fire Chief		
Date	06/24/2026		
Email	lawrence.best@biddefordmaine.org	Telephone	207-391-3982
Have you completed all grant awarded projects? <i>You have spent all grant funds and have \$0.00 balance to spend?</i>			Yes
Did your grant award include funding for Mental health and wellness program			No
Did your grant award include funding for Consolidation and/or regionalization of the delivery of EMS?			No
Did your grant award include funding for Training directly related to the provision of clinical care, safety, leadership or management of EMS?			Yes
Enter Total \$ Amount for Training directly related to the provision of clinical care, safety, leadership or management of EMS			\$40,576.98
Expenditure Documentation for Training directly related to the provision of clinical care, safety, leadership or management of EMS. <i>Please enter vendor, invoice #, payroll dates, etc. Email invoices/supporting documents to assigned staff member.</i>			
The invoices etc. have been submitted with the quarterly reports. \$40,576.98 for tuition costs.			
If you trained personnel, provide the number of personnel who received training.			42
List the type of training programs, and or equipment that was funded from this grant.			
EMS conference in CT; Tuition for Paramedic program x 1; Tuition for AEMT program x 1; supported 4 members attending Medic school and 1 member attending AEMT school; Classes for AMLS, ACLS, PALS, Stop the Bleed Instructor; Life-flight conference.			
Did the training enhance the quality of care?			Yes
Describe why the training did not enhance the quality of care?			
In what ways did your training enhance the quality of care?			
It has/will allow 4 additional members become certified Paramedics; 1 member to become a certified AEMT; multiple members to receive continuing education in AMLS, PALS, ACLS, plus multiple other con-ed opportunities.			
Did your grant award include funding for Supplementing wages, benefits, stipends, and incentives?			Yes
Enter Total \$ Amount for Supplementing wages, benefits, stipends, and incentives			\$13,352.47

Expenditure Documentation for Supplementing wages, benefits, stipends, and incentives.
Please enter vendor, invoice #, payroll dates, etc. Email invoices/supporting documents to assigned staff member.

Multiple payroll dates. This documentation has been submitted with the quarterly reports. Supported 4 members attending Medic school and 1 member attending AEMT school; Classes for AMLS, ACLS, PALS, Stop the Bleed Instructor; Life-flight conference.
All total our Department spent \$25,716.24 on overtime for EMS training or supporting members attending EMS training.

Provide the number of personnel who received supplementing wages, stipends, and incentives.	33
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Did you increase staff or make changes to your current staff using the Sustainability Grant Funds?	No
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How many grant funded staff were added to your payroll? <i>Enter 0 if you did not add staff to payroll.</i>	
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What were the new grant funded positions, and schedule?
Example: per diem, on call, fulltime, part time. Enter N/A is you did not add grant funded positions.

In what ways did the supplemental wages, stipends, incentives influence morale, performance, or retention?
List what you offered using the Sustainability Grant Funds: Wages, Stipends and or incentives.

We supplemented wages, by either backfilling member to attend Medic school (x4) and AEMT school (x1) along with attending AMLS, PALS, and ACLS classes. This assisted members with either continuing education or receiving new certifications which helps with retention. They appreciate that the State and City are investing in them which influences their morale, performance and retention.

Did your grant award include funding for Investment in capital expenditures - ONLY items of \$5,000 or more?	Yes
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Enter Total \$ Amount for this Completed Project	\$48,768.88
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Expenditure Documentation for Investment in capital expenditures.
Please enter vendor, invoice #, payroll dates, etc. Email invoices/supporting documents to assigned staff member.

Headlight Audio Visual #VI-007673 \$27,518.18; Stryker #9211359267 \$21,250.70. Both were submitted during their respective quarterly reports.

List all capital equipment items that were acquired using these grant funds.

Headlight Audio Visual #VI-007673 \$27,518.18 (2nd quarter 2026); Stryker #9211359267 \$21,250.70 (1st quarter 2026). Both were submitted during their respective quarterly reports.

List and describe key operational areas that benefited from the purchase of capital equipment.
Example, response, patient stabilization, transport, communications, mitigation of work place hazards.

The AV equipment was used to replace upgrade our classroom AV equipment which allows for interactive touch board EMS training along with the ability to record EMS classed for off-duty members; plus creating the ability for members to attend training remotely while off-duty. The Lucas CPR device allows for improved patient care during cardiac arrest situations.

Did your grant award include funding for Maine EMS Plan for a Sustainable System in the State of Maine: A Vision for 2035?	No
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Did your grant award include funding for Inter-municipality EMS Planning for rural patient transport?	No
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EMS Grant #2 Balance of Funds to be Spent by 12/31/2025			\$102,698.33	Reported to MEMS	Qtr. Rpt.	BFD City Acct. Number	Fiscal Year
Member	Date	Class	Cost				
Mutiple Members to EMS & Fire Pro. Conf. in CT	9/24/2025	EMS & Fire Pro. Conf.	\$10,410.98	12/29/2025	4	21141 60251	FY26
K. Beaudet, FireMed	10/21/2025	Medic Tuition	\$12,500.00	12/29/2025	4	21141 60251	FY26
Falmouth PD (3 day training), Cleary	10/21/2025	K9 training	\$700.00	12/29/2025	4	21141 60251	FY26
Falmouth PD (3 day training), Quinn	8/7/2025	K9 training	\$700.00	12/29/2025	4	21141 60251	FY26
Falmouth PD (3 day training), Clement	9/24/2025	K9 training	\$700.00	12/29/2025	4	21141 60251	FY26
Delta Education	11/7/2025	AMLS Hybrid Course	\$1,980.00	12/29/2025	4	21141 60251	FY26
		Quarter 4 Total	\$26,990.98				
		Grant Balance	\$75,707.35				
A. Nedeau FireMed LLC AEMT Class Tuition	2/10/2026	AEMT Training	\$1,950.00	4/1/2026	1	32701-60251	FY26
Training Ventilation Feedback Device	3/4/2026	Vent training device	\$4,229.00	4/1/2026	1	32701-60501	FY26
Advance Adult Vent Bundle	3/4/2026	Ambuman Bundle	\$7,407.00	4/1/2026	1	32701-60251	FY26
		Total	\$13,586.00				
		Grant Balance	\$62,121.35				

EMS Grant #2 Balance of Funds to be Spent by 12/31/2025			\$102,698.33	Reported to MEMS	Qtr. Rpt.	BFD City Acct. Number	Fiscal Year
Overtime for Training	Multiple	OT for Training	\$13,352.47	6/25/2026	2	21141-60111	FY26
		Grant Balance	\$48,768.88				
Lucas CPR Device	TBD	Capital Equip.	\$21,250.70	4/1/2026	1	32701-60501	FY26
Classroom AV Renovation	TBD	Capital Equip.	\$27,518.18	6/25/2026	2	32701-60251	FY26
		Total	\$48,768.88				
		Grant Balance	\$0.00				

City of Biddeford



2025.91 IN BOARD OF CITY COUNCIL.....JULY 15, 2025

BE IT ORDERED, that the Biddeford City Council hereby accepts the State of Maine Department of Public Safety Maine EMS Sustainability Program grant award Project No. SUST-0100-0165 in the amount of \$102,698.33

BE IT FURTHER ORDERED, that the Fire Chief is hereby authorized to execute *the State of Maine Department of Public Safety Maine EMS Sustainability Program grant award Project No. SUST-0100-0165* as the City's authorized representative.

July 15, 2025

Motion: Councilor Emhiser

Second: Councilor LaFountain

Councilor LaFountain motion to add at the end of the order:

BE IT FURTHER ORDERED, that the Fire Chief shall provide to the Finance Committee, on a quarterly basis, the grant performance progress reports and supporting documentation required to be submitted to the State of Maine Department of Public Safety pursuant to the grant agreement.

Second: Councilor Lessard

Vote on the amendment: Unanimous in favor; Councilor Belanger yea via zoom.

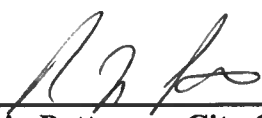
Amendment passed.

Vote on the order as amended.

Vote: Unanimous in favor; Councilor Belanger yea via zoom.

Motion passed.

Attest by: _____


Robin Patterson, City Clerk

State of Maine Department of Public Safety
Maine EMS Sustainability Program
Grant Agreement
32 M.R.S. § 98

Department:	Department of Public Safety
Address:	45 Commerce Drive, Suite 1 Augusta, Maine 04333-0104
Provider:	Biddeford Ambulance Service
Address:	152 Alfred Street Biddeford, ME 04005
Provider's Vendor Customer:	VC0000241454
Contract Number:	SUST-0100-0165
Contract Amount:	102698.33
Remittance Address	
Name:	Biddeford Town of
Address:	PO Box 586
Address 2:	
City, State, Postal Code	Biddeford, ME 04005

Purpose:

The EMS Sustainability Grant awarded funds must be used only for the purposes outlined in the Grant Application. If there are changes to the approved project plan a Change of Scope Request must be submitted for approval and receive written approval from the director of Maine EMS. Failure to obtain prior approval may result in voiding the grant and requiring immediate repayment of grant funds in part or in whole.

Grant Term/Period of Performance:

Unless otherwise specified, funded projects for EMS Agencies must be completed (or funds encumbered) by March 31, 2026.

Eligible Grant Funded Activities:

Recipients shall ensure that awarded grant funding is used for approved expenses only.
The funding shall only be utilized for the following activities:

1. The initiation or support of programs, applications, or the use of consultants or experts to establish or support an ongoing mental health and wellness program.
2. The consolidation and/or regionalization of the delivery of emergency medical services.
3. Inter-municipality EMS planning for rural patient transport.
4. Supporting training directly related to the provision of clinical care, safety, leadership, or management of EMS.

5. Supplementing wages, benefits, stipends, and incentives for EMS clinicians, Ambulance Operators, and/or administrative support staff (e.g. service-level medical director, quality assurance and improvement officer, infection control officer, training officer, and administrative aid).
6. Implementation of other programming directly related to the Maine EMS Plan for a Sustainable EMS System in the State of Maine: A Vision for 2035, as published on May 22, 2023, which is incorporated into this rule by reference and available for download online: <https://www.maine.gov/ems/sites/maine.gov.ems/files/inline-files/20230522-Maine-EMS-Vision-and-Plan.pdf>.
7. Investment in capital expenditures not to exceed \$100,000.00 in the aggregate.

Ineligible Grant Funded Activities and Expenses:

The following are unauthorized uses of the funding:

1. Expenses or losses reimbursed from any other source(s) or that other sources are obligated to repay
2. Expenses related to staffing needs that exceed an annual salary of \$76,500, as prorated over the applicable period. This limit does not include standard employee benefit offerings (i.e., the cost of a staff member may be higher because the cost of benefits and salary exceeds \$76,500)
3. Construction, renovation, purchase, or acquisition costs for facilities
4. Payment for existing indebtedness
5. Payment on obligations incurred prior to the award of funds
6. Supplanting existing local subsidies or funding sources except if they replace volunteer labor, donated services, donated goods, or funds raised through community fundraising efforts (e.g., bake sales, dinners, etc.)
7. Funds cannot be used for entities engaged in illegal activity under federal or state law or regulation
8. Expenses that have been or will be reimbursed by insurance
9. Working capital expenses (i.e., cash for daily business operations)
10. The recipient is not receiving indirect costs

Grant Distribution:

The recipient is awarded grant funds from the State of Maine Department of Public Safety to assist with the sustainability of their agency for the continuity of emergency medical services. Funds are anticipated to be released within three (3) weeks of receiving this executed agreement and will be mailed via USPS to the address listed above under the remittance address section. State of Maine checks are mailed with instructions not to forward; updated forms are the awardee's responsibility. DPS reserves the right to request funds in whole or in part if determined that the funds were not used for the intended purpose, as described in the application (or through a formal amendment to the project filed with and approved by DPS). Grant recipients will be required to return unspent funds.

Post Award Reporting Requirements:

Recipients of awarded grant-funded projects are required to submit performance progress reports to summarize the use of funds, progress of the projects, and outcome of the projects:

1. Report quarterly within the calendar year for the period between the execution of this contract and the completion of your grant projects. The quarterly report will be due fifteen (15) days after each calendar quarter. Due dates are as follows: April 15th, July 15th, October 15th, and January 15th.
2. Final reports will be due on the completion of the grant projects within the earlier of sixty (60) days of the completion of the projects utilizing funding received or April 30, 2026.
3. Supporting documents showing applied grant funds must be submitted quarterly following the due date listed in this section. These documents include, but are not limited to, invoices, payroll, journal entries, purchase orders, quotes, work orders, and signed contracts,
4. Required post-award reporting will be submitted using Microsoft Forms,
5. Recipients who spent more than awarded allocations to cover the costs of the grant projects are to report the difference on your performance progress reports. Explanation statements used but are not limited to in-kind contributions, agency operating budget, and or municipality/town budget.
6. Past due reports – Grace period: fifteen (15) days past due reporting deadline. Recipients past due fifteen (15) days from the reporting deadline must email their assigned grant specialist with an explanation no later than twenty (20) days past due.

Failure to comply with the required post-award reporting may result in the suspension of future funding, termination of the award, and a requirement to return all awarded grant funds.

Awarded funds not spent or encumbered to complete the approved grant projects will be returned to the State within thirty (30) days of the required post-award final report.

Failure to comply with the rules, requirements, and restrictions outlined in this grant agreement may result in recoupment of funds.

Post award reporting for Transporting and Non-Transporting EMS Agencies shall at a minimum include for each approved activity:

1. The initiation or support of programs, applications, or the use of consultants or experts to establish or support an ongoing mental health and wellness program
 - a. Provide documentation of the programs or support provided
 - b. The number of personnel who accessed or utilized the program(s)
 - c. The impact of the training on the sustainability of care provided by the agency
2. The consolidation and/or regionalization of the delivery of emergency medical services
 - a. Provide documentation of programs, applications or the use of consultants or experts to coordinate consolidation and /or regionalization of EMS delivery
 - b. Provide the number of Maine licensed EMS agencies, towns, or unincorporated areas engaged in your regionalization or consolidation efforts
3. Inter-municipality planning for rural patient transport
 - a. Provide documentation of programs, applications or the use of consultants or experts to coordinate inter-municipality planning for rural patient transport
 - b. Provide the number of Maine licensed EMS agencies, towns, or unincorporated areas engaged in your inter-municipality planning for rural patient transport.
4. Supporting training directly related to the provision of clinical care, leadership, or management of EMS
 - a. Provide documentation of the training provided
 - b. The number of personnel who received training
 - c. The impact of the training on the quality of care provided by the agency
5. Supplementing wages, benefits, stipends, and incentives for EMS clinicians, Ambulance Operators, and/or administrative support staff
 - a. The number of administrative staff who received supplemental pay
 - b. The amount of pay provided
 - c. The impact of the supplemental pay on the agency's ability to recruit and retain qualified personnel
 - d. Any changes in the number of administrative support staff
6. Implementation of programming directly related to the Maine EMS Plan for a Sustainable EMS System in the State of Maine: A Vision for 2035
 - a. Which Domain the expected use of the funds impacted
 - b. The amount of funding dedicated to each domain
 - c. The impact on the EMS agency regarding their ability to continue to fund daily EMS operations or to recruit and retain qualified personnel
7. Investment in capital expenditures not to exceed \$100,000 in the aggregate
 - a. Documentation of the capital expenditures made

- b. The purpose of the expenditure
- c. The impact of the expenditures on the agency's ability to provide sustainable EMS care
- d. Any positive changes in the amount or quality of care provided because of the expenditure(s)

Record Retention Requirements:

Records shall be maintained for three (3) years following the State's expenditure of EMS Sustainability funds and subsequent required reporting and at least through June 30, 2032.

Agency Signature:

The signatory below represents the person who has the requisite authority to enter into this Contract.
I have read and understood the requirements and expectations outlined in this agreement.

Signature:

Lawrence Best, Fire Chief

05/22/2025

Lawrence D. Best

Department of Public Safety Signature:

The signatory below represents that the person has the requisite authority to enter into this Contract.
I have read and understood the requirements and expectations outlined in this agreement.

Signature:

Wil O'Neal
Wil O'Neal (May 30, 2025 08:45 EDT)

May 30, 2025

Wil O'Neal, Maine EMS Director

SUST-0100-0165

Final Audit Report

2025-05-30

Created:	2025-05-16
By:	darren.w davis (Darren.W.Davis@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAApTJBziUaVYxTsG_ZCftVkynYGkjB8Uj4

"SUST-0100-0165" History

-  Document created by darren.w davis (Darren.W.Davis@maine.gov)
2025-05-16 - 3:17:00 PM GMT
-  Document emailed to Lawrence Best (lawrence.best@biddefordmaine.org) for signature
2025-05-16 - 3:17:03 PM GMT
-  Email viewed by Lawrence Best (lawrence.best@biddefordmaine.org)
2025-05-16 - 3:17:42 PM GMT
-  Document e-signed by Lawrence Best (lawrence.best@biddefordmaine.org)
Signature Date: 2025-05-22 - 6:18:09 PM GMT - Time Source: server
-  Document emailed to wil.oneal@maine.gov for signature
2025-05-22 - 6:18:11 PM GMT
-  Email viewed by wil.oneal@maine.gov
2025-05-30 - 12:44:22 PM GMT
-  Signer wil.oneal@maine.gov entered name at signing as Wil O'Neal
2025-05-30 - 12:45:05 PM GMT
-  Document e-signed by Wil O'Neal (wil.oneal@maine.gov)
Signature Date: 2025-05-30 - 12:45:07 PM GMT - Time Source: server
-  Agreement completed.
2025-05-30 - 12:45:07 PM GMT