

Lyman-Dayton Fire Commission (FC)
Minutes of Meeting – March 1, 2011

Meeting held at Dayton Town Hall was called to order at 6:35 pm.

Present – Fire Commissioners: Jim Roberts, Wendell Smith, Ray Demers, Chris L'Heureux, Don Hernon; Retired Sanford Fire Chief Ray Parent. **Absent** – Fire Commissioner George Sutton.

Resignation of FC Member – It was noted that one FC member has stated verbally that he has resigned from the FC. FC members agreed to continue with current FC officers until a formal resignation letter is submitted, or the Town's Selectmen appoint a replacement FC member.

Handouts- Draft Minutes of 2-24-11 FC meeting; FC Letter dated 2-26-11 to Lyman-Dayton Boards of Selectmen, Subject: Fire Commission Bylaws; FC Bylaws dated 2-24-11; FC Action List dated 3-1-11, with attached copy of MMA Marcus Ballou email of 2-28-11 requesting GMFR building, vehicle and equipment data needed for an insurance estimate.

Minutes - FC voted to approve minutes of February 24, 2011 FC meeting, with correction. FC meeting minutes will be posted on the Lyman/Dayton Town websites.

FC Bylaws – FC members voted to adopt Bylaws, dated February 24, 2011, which include modification to Section 10, Definitions, Fire Chief. The FC Bylaws were signed by the five Fire Commissioners present. (Note – These Bylaws were emailed to Boards of Selectmen on February 26, 2011 for comment or a statement of no comment, with a requested response date of March 28, 2011. Any comments will be reviewed when received.)

Municipal Fire Chief Hiring Process – **Ray Demers** introduced retired Sanford Fire Chief **Ray Parent** who discussed the Municipal Fire Chief Hiring Process and the relationship of a Fire Commission with the Fire Chief/Fire Department members and elected Town Officials. Chief Parent stated he would assist the fire Commission, as requested, in the process of transitioning to a Municipal Fire Department. FC members thanked Chief Parent for his input. Chief Parent departed at 8:00 pm.

Municipal Fire Chief Applications – **Jim Roberts** provided a sealed envelope from one candidate with additional Fire Chief application information that was not available to the candidate when his application was submitted. The Fire Commission agreed to accept this information as part of the candidate's application. The FC reviewed 14 of the 22 Fire Chief applications. Review will continue at the next meeting. **Jim Roberts** took custody of the Fire Chief applications at the end of the meeting for storage in a locked cabinet in the Dayton Town Hall.

GMFR Audit Process – The FC sent a letter dated February 9, 2011 to the Lyman-Dayton Boards of Selectmen requesting action be taken to assist in the transition of financial activities from GMFR to Municipal Fire Department. The Boards of Selectmen are planning a workshop on 3-3-11 to discuss Fire Department Treasurer, accounting software, and audit of GMFR fiscal year financial records.

Municipal Fire Department Budget – Following actions taken/planned to date include:

- **2-8-11.** GMFR Fire Chief **Rodney Carpenter** made a presentation on the GMFR Budget for fiscal year 2011/12, to the FC.

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- **2-10-11.** Chief Carpenter made a presentation to Lyman-Dayton Selectmen and Budget Committees on 2-10-11.
- **2-28-11.** At the request of Lyman-Dayton Boards of Selectmen and Budget Committees, Chief Carpenter provided a detailed GMFR expense report for July 2009 through June 2010 for review.
- **3-3-11.** Lyman-Dayton Boards of Selectmen are scheduled to meet to discuss the Municipal Fire Department benefit package, salary for Fire Chief, personnel policy / Public Safety Section, budget / finances, and audit.

MMA Insurance – As a follow up to the 2-1-11 meeting at the Lyman Town Hall, Maine Municipal Association representative **Marcus Ballou** sent an email dated 2-28-11 to Lyman Town Treasurer **Carol Sanborn** providing a summary of the meeting, MMA findings, and a further request for information. Lyman Town Treasurer Carol Sanborn sent an email dated 3-1-11 to GMFR Chief Carpenter requesting that the data be provided ASAP to enable an insurance quote needed for the budget process.

FC Action List – FC members did not discuss the Action List dated March 1, 2011.

Next Meeting – Thursday, March 10, 2011, 6:30 pm at the Dayton Town Hall.

Adjourned - Meeting adjourned at 9:30 pm.