

**Lyman-Dayton Fire Commission (FC)**  
**Minutes of Meeting – April 28, 2011**

Meeting held at Dayton Town Hall was called to order at 7:10 pm.

**Present** – Fire Commissioners: Jim Roberts, Chris L’Heureux, Wendell Smith, Don Hernon; Goodwin’s Mill Fire Rescue (GMFR): Fire Chief H. Rodney Carpenter, President Normand Bilodeau; Dayton resident John Gay. **Absent** –Fire Commissioner Ray Demers.

**Handouts**- Draft Minutes of 4-21-11 FC meeting; Draft Fire Commission Annual Report for Calendar Year 2010; FC Questions for GMFR dated 4-22-11; Revised Draft FC Expectations for Municipal Fire Chief dated 4-26-11.

**Minutes** - FC members voted to approve minutes of April 21, 2011 FC meeting. FC meeting minutes will be posted on the Lyman/Dayton Town websites.

**Fire Commission Annual Report for Calendar Year 2010** – FC members reviewed the draft report, made corrections, and voted to approve the corrected report for inclusion in the Lyman and Dayton Annual Town Reports. (Note – The corrected report was emailed to the Lyman Selectmen’s Clerk and the Dayton Code Enforcement Officer on 4-29-11.)

**Replacement Fire Commissioner for Lyman** – Lyman Selectmen have advertised for a replacement Lyman Fire Commissioner. No replacement has been named as yet.

**GMFR Audit Process** –The Lyman Town Auditor (RHR Smith & Company) presented results of the audit of GMFR accounting records on 4-26-11 to the Lyman-Dayton Boards of Selectmen, and Fire Commissioners. It was noted at the meeting that GMFR representatives had not been invited to the meeting. **Jim Roberts** provided GMFR with copies of the preliminary audit report at the FC meeting.

Auditor **Ron Smith** raised questions regarding the closeout of the GMFR federal FEMA grant for the expanded GMFR Fire Station, and promised to provide a “punch list” of necessary actions to closeout this grant and turnover the GMFR Fire Station to the Town of Lyman, as fiscal agent for the proposed Lyman-Dayton Municipal Fire Department. Mr. Smith requested copies of the FEMA grant application and award documents, so that he could review this data for any FEMA conditions and requirements for grant closeout. GMFR **Rodney Carpenter** provided this data to **Jim Roberts** at the FC meeting to give to Mr. Smith.

GMFR **Rodney Carpenter** stated that GMFR intends to use RHR Smith & Company to conduct the fiscal year 2010-11and FEMA grant audits.

The Lyman-Dayton Boards of Selectmen determined that a follow on meeting should be held on Thursday, May 5, 2011 at the Dayton Town Hall at 7 pm, with:

- Lyman-Dayton Boards of Selectmen
- Fire Commission
- GMFR Representatives
- Lyman Town Auditor Ron Smith

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- Lyman Town Attorney Bill Dale
- Maine Municipal Association Representative Marcus Ballou

to discuss all aspects of the transition of GMFR to a Municipal Fire Department, with the goal of developing specific actions needed to accomplish the transition process.

**Discussion with GMFR Representatives** – FC discussed the following items with GMFR **Rodney Carpenter** and **Normand Bilodeau** (Note – items were provided by email to GMFR before the FC meeting):

- **GMFR Fire Station Building Status** – station is mostly completed. Currently, some funds have been withheld from the general contractor pending resolution of construction issues. Also, late performance fines have been assessed against the general contractor.
- **Federal government FEMA grant** – GMFR **Chief Carpenter** provided grant application and award documents to **Jim Roberts** for transmission to **Ron Smith** before the 5-5-11 meeting.
- **GMFR proposed schedule for full time firefighters** – GMFR **Chief Carpenter** provided a proposed schedule for three full time firefighters to be on duty from 6:00 am until 5:00 pm, seven days a week. This schedule will require an average of 51.3 hours per week per fire fighter over a six week period, based on four days on, two days off.
- **Pending GMFR liability issues** – There are possible liability issues with the Fire Station general contractor. Any liability from a recent GMFR vehicle accident will probably be resolved by the insurance companies.
- **GMFR attendance at the May 5, 2011 meeting** – FC requested that the GMFR be represented at this meeting to assist in resolution of transition issues to a Municipal Fire Department.

There was additional discussion between the FC and GMFR regarding the acceptance of the selected Municipal Fire Chief candidate by the GMFR officers and members. The FC noted that GMFR officers signed a letter of intent dated November 3, 2009 supporting the planned Interlocal Agreement between Lyman and Dayton for a Joint Fire-Rescue Department. GMFR **Chief Carpenter** and **President Bilodeau** stated that GMFR held a special meeting on October 25, 2010 to discuss this issue and sent a letter to the Fire Commission, copy to Lyman-Dayton Boards of Selectmen, stating that the GMFR would accept a full time Fire Chief appointed by the Boards of Selectmen, as long as the selected candidate was professionally qualified.

FC members did not have a copy of this GMFR letter and it was not in the FC files. FC agreed to send the GMFR letter, and Minutes of the GMFR special meeting of 10-25-10, to the Lyman-Dayton Boards of Selectmen for their review, and for transmittal to the Lyman Town Attorney and Auditor. (Note – FC Letter dated 4-29-11, with the GMFR letter of 10-25-10, and Minutes of GMFR Meeting of 10-25-10, were sent by email to the Lyman Selectmen's Clerk and Dayton Code Enforcement Officer on 4-29-11 to give to the Boards of Selectmen.)

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**Municipal Fire Chief Applications** – Jim Roberts has custody of the Fire Chief applications in a locked cabinet in the Dayton Town Hall.

**Municipal Fire Chief Interviews** – Based on the results of the meeting to be held on 5-5-11, the FC will decide whether or not to proceed with interviews of the selected Municipal Fire Chief Candidates. The revised draft list of Municipal Fire Chief Employment Expectations (what the FC expects from the Fire Chief) was not discussed at this FC meeting.

**Municipal Fire Department Personnel Policies** - FC sent a letter dated 4-8-11 to the Lyman Board of Selectmen, copy to the Dayton Board of Selectmen, requesting that the Lyman Selectmen add a statement to the Lyman Municipal Employees Personnel Policy that the FC is responsible for the development/approval of the Municipal Fire Department Personnel Policy, and also requested that the Lyman Board of Selectmen approve two weeks' vacation for the Municipal Fire Department Fire Chief, so that the FC may offer this incentive to the selected candidate.

The Lyman-Dayton Boards of Selectmen discussed Municipal Fire Department Personnel Policies with the FC after the GMFR audit meeting on 4-26-11, and approved the concept of the FC developing Municipal Fire Department Personnel Policy. Also, two weeks' vacation was approved for the selected candidate for Municipal Fire department Fire Chief.

**Don Hennon** will check with Waterboro and Buxton Fire Departments to determine if they have a Fire Department Personnel Policy to use as a guide.

**GMFR Physical Ability Test** – The Municipal Fire Chief job description states that the selected candidate must “satisfactorily pass pre-employment and annual Physical Ability Test (PAT), as detailed on website [www.gmfd.org](http://www.gmfd.org). FC decided to review National Fire Protection Standards to determine PAT requirements, and to check with GMFR to determine how the current PAT is performed. **Chris L’Heureux** will follow up on this item. This item was not discussed at the FC meeting.

**FC Action List** – The FC Action list was not discussed at the FC meeting.

**Next Meeting** – Date to be determined after the meeting on Thursday, May 5, 2011, 7:00 pm at the Dayton Town Hall.

**Adjourned** - Meeting adjourned at 9:30 pm.