

**Lyman-Dayton Fire Commission (FC)**  
**Minutes of Meeting – March 29, 2011**

Meeting held at Dayton Town Hall was called to order at 6:36 pm.

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

**Handouts**- Draft Minutes of 3-24-11 FC meeting; Sample oral interview questions from Maine Fire Chiefs' Association President Ray Woods; Municipal Fire Chief Interview Rating Sheet based on Maine Municipal Association sample; Copy of Lyman Municipal Employees Personnel Policy, March 1, 2010; Interview Process package provided by Chief Parent.

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

**Replacement Fire Commissioner for Lyman**- FC Letter was sent to the Boards of Selectmen, with copy to Mr. Sutton, on 3-25-11, requesting a replacement Fire Commissioner for Lyman.

**GMFR Audit Process** –The Lyman Town Auditor (RHR Smith & Company) started the audit of GMFR accounting records on 3-21-11; no report yet.

**Municipal Fire Department Budget** –By email dated 3-22-11, GMFR Fire Chief **Rodney Carpenter** asked to be added to the agenda of a future FC meeting to discuss an issue regarding the Fire Rescue Budget. **Jim Roberts** discussed the issue with Chief Carpenter regarding the use of Rescue funds. The current GMFR Rescue Fund Account balance should be accepted by the Town of Lyman for use as a revolving fund to provide rescue services.

**Municipal Fire Chief Applications** – FC has previously determined to interview the most qualified candidates. **Jim Roberts** has custody of the Fire Chief applications in a locked cabinet in the Dayton Town Hall.

**Municipal Fire Chief Interviews** – Using a seven page handout, retired Sanford Fire Chief **Ray Parent** discussed the Interview Process with the FC. The FC members will review sample interview questions and choose 3-4 each for use during the interviews. Depending upon progress with other Municipal Fire Department transition issues, the interviews will be scheduled in May /June 2011time frame.

**Lyman Employee Personnel Manual**- **Don Heron** provided copies of the manual for FC member review. The FC members agreed that some topics in the Personnel Manual need revision for Municipal Fire Department use; recommended changes will be provided starting at the next FC meeting. **Don Heron** will obtain a copy of the GMFR Personnel Policies for comparison purposes. (Note: GMFR benefits are contained in GMFR Regulation 1173, dated 8-09-10; copy sent to Fire Commissioners by email on 4-1-11)

**Possible Discussion with GMFR Employees** – FC agreed that any revisions to the Lyman Employee Personnel Policies should be resolved before meeting with GMFR employees.

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**GMFR Turnover of Assets to the Town of Lyman** – FC members reviewed the GMFR Letter of Intent, dated 11-3-09, that supports the concept of changing the GMFR to a Municipal Fire Department, and noted that GMFR members at that meeting voted to support the proposed Interlocal Agreement between Lyman and Dayton for a Joint Fire-Rescue Department. There was discussion about requesting an updated GMFR Commitment Letter for turnover of assets before hiring the Municipal Fire Chief.

**GMFR Possible Use of Fire Science College Students** – Don Hemon will attend a quarterly Users Group meeting in Waterboro on March 30<sup>th</sup> to obtain information on this program.

**Next Meeting** – Tuesday, April 5, 2011, 6:30 pm at the Dayton Town Hall.

**Adjourned** - Meeting adjourned at 9:40 pm.