

Lyman-Dayton Fire Commission (FC)
Meeting Minutes December 10, 2015

Location: Goodwin's Mills Fire Station

Called to order 6:30 pm

In Attendance:

Fire Commissioners – Wendell Smith, Chris Boyden, Amos Gay, Don Hernon, Paul Reynolds, Jim Roberts

Fire Chief Roger Hooper

No members of the public were present.

Absent:

FC Clerk Michelle Ray

Handouts:

- GMFR Treasurer's Reports dated 12/3/15; GMFR Revenue and Expense Summary Reports through November 2015.
- Fire Department Preliminary Budget figures dated 12/9/15, prepared by Chief Hooper
- Fire Chief Evaluation Form rev 12/18/14

Discussion:

1. Meeting was partially recorded and will be placed on town websites; recorder batteries died during the meeting so only the first 55 minutes of the meeting were recorded.
2. FC voted to approve minutes of FC meeting of 11/19/15 as written.
3. **Fire Chief's Annual Personnel Evaluation** - Discussed process for Fire Chief's evaluation noting that item V.C, Employee Performance Evaluations, has been "not evaluated" by the FC for the last two Fire Chief evaluations. FC agreed that this year one Fire Commissioner from each town should jointly review the Fire Chief's evaluations of full-time GMFR personnel to be able to evaluate the Fire Chief on this item. Agreed to use the same form for the 2015 evaluation.
4. **Treasurer's Report** - Discussed Treasurer's report; question on Revenue entry for Operations, Misc. Income of \$11,418.96 credit and debit, will be referred to Treasurer for explanation.
5. **GMFR Personnel Policy Changes** - Discussed pending changes to GMFR PP that were sent to Lyman and Dayton Select Boards by email on 11/24/15. Based on the joint Lyman-Dayton Select Board meeting on 12/7/15, it appears that the Select Boards will be reviewing these changes for an undetermined period of time. FC noted that the change to Section 6.3, Physical Examinations/Tests could save Fire Department/Town funds if implemented before the annual Fire Department physical examinations begin in January 2016. FC voted to send Section 6.3 to the Select Boards requesting immediate implementation. Any further work on the proposed GMFR PP changes will be tabled until comments are received from the Select Boards.

6. **Preliminary GMFR Budget for FY 2016/17** – Fire Chief explained that this was a preliminary budget prepared in response to a verbal request from the Treasurer who is gathering data for a FY2016/17 Budget Workshop with the Lyman Select Board on 12/16/15. One FC member questioned the proposed short term disability coverage for the three full-time FF/EMTs. Fire Chief explained that this request was made since GMFR does not have any “light-duty” work available in the case of a full-time FF/EMT who may suffer an injury that prevents full time work. FC voted (4-1) to give the Preliminary budget to the Treasurer.
7. **Action Items from the Joint Select Board meeting held 12/7/15** –
 - Fire Chief is working with Lyman/GMFR Treasurer and Dayton Treasurer to complete actions to change from GMFR federal Employer Identification Number (EIN) to Town of Lyman EIN.
 - EIN change/change from GMFR to Town of Lyman is being done for:
 - Medical billing company; there may be a fee for the change.
 - Workwell medical services.
 - FEMA accounts
 - Credit cards and bank accounts
 - Store accounts (e.g., Napa Parts)
 - Electronic GMFR personnel files have been transferred from Fire Station to the Lyman Town Hall; GMFD Inc personnel files will remain at the Fire Station.
 - Determining whether or not TRIO server at the Fire Station is still needed.
8. **Disposal of Equipment** - FC voted to accept Fire Chief Memo dated 12/7/15 requesting authorization to dispose of two pieces of equipment; inoperable 1997 fire station generator, and decommissioned 1997 portable ventilation entry fan. Following the process of LDFC Regulation 1604, a FC will send a letter to the Select Boards asking if the Towns have any interest in the equipment for Town use. If the Select Boards have no interest, or take no action if 30 days, Fire Chief will dispose of the items through sealed bid process.
9. **Other Items** -
 - Engine 83 will go to East Coast for maintenance on 12/14.
 - Ladder truck aerial test will be done in December
 - Truck ground ladders will be tested on December 17th.
 - Outside lights over main entrance may require replacement of light bulbs with an updated version.
10. **Fire Chief Military Leave** – December 14 through December 18, 2015; Deputy Chief Chad Johnston will be acting Fire Chief.
11. **Executive Session** - at 7:45 pm FC voted to go into Executive Session per MRS Title 1 Chapter 13, Section 405.6, Personnel Issue. 8:01 pm; FC out of Executive Session; no votes taken; nothing to report.
12. **Action on Complaint** – FC voted to approve a Memorandum to Record documenting action taken by FC regarding a formal complaint filed by an individual at an automobile accident on 11/3/15. FC Chair will notify the complainant of the action taken.

Next Meeting – 6:30 pm, Thursday, January 21, 2016 at GMFR Fire Station.

Adjourned – Meeting adjourned at 8:12 pm.

Minutes recorded by FC Secretary Don Hernon