

Lyman-Dayton Fire Commission (FC)

Meeting Minutes April 16, 2015

Location: Goodwin's Mills Fire Station

Called to order 6:30pm

In Attendance:

Fire Commissioner – Jim Roberts, Amos Gay, Don Hernon, John Houy (arrived 1945), Paul Reynolds, Wendell Smith

Fire Chief Roger Hooper

FC Clerk- Michelle Ray

Handouts: Warrant Articles for June 2015 Town Meeting, Warrant Articles for June 2015 Town Meeting with Fire Chief edits

1. Meeting was recorded and will be placed on the Town websites
2. Called to order 6:30pm
3. March 19, 2015 FC meeting minutes accepted.
4. March 30, 2015 Special FC meeting minutes accepted with changes to show John Houy absent.
5. April 9, 2015 Special FC meeting minutes accepted.
6. GMFR 2015/2016 Warrant Articles review.
 - a. Number 3 can be removed. Treasurer salary does not need a warrant article.
 - b. Number 6 would allow FD Treasurer to make final payment on the GMFR Fire Truck. FC Roberts does not think this is needed. FC Gay and FC Smith believe it would avoid confusion. FC agrees with the change.
 - c. Number 9 Lyman Selectboard voted to put \$1500.00 into a Rural Water Supply Account. Remove the line "and what amount, if any, the Town's choose to deposit into this account." (Not needed, amount has already been determined). Add the line "Upon the request of the Fire Commission, the Board of Selectmen may release funds to the GMFR Treasurer on an as needed basis."
Number 7 Remove "Funds may be released from this account by majority vote of the Lyman-Dayton Fire Commission under the requirements of the Interlocal Agreement."
Leave in "Upon request of the Fire Commission, the Board of Selectmen is authorized to release funds on an as needed basis to the GMFR Treasurer." Towns voted to put \$8000.00 in this fund. Any unused funds will be carried forward. Lease for Life PAK 15 is \$12000.00 annually on a five year agreement

- d. Number 8 Sick Time and /or PTO Account changes not approved.
 - e. Motion to accept changes and submit changes to Selectboards.
7. GMFR Personnel Policy: FC Hernon and FC Gay met and reviewed the personnel policy; made some changes to the wording. Town of Lyman and GMFR Policies are being compared. Some of the redundancy is being removed and added functions that the Fire Chief would do and also FC Chair functions.
- a. FC Hernon and FC Gay will meet again to continue to review and send out to the FC to review.
 - b. Town of Lyman PTO has three tiers and is based on a 40 hour work week.
 - c. GMFR has five tiers and is based on a 42 hour work week.
 - d. FC must put together and agree upon the changes to receive SelectBoard approval.
8. There are duplications with directives and policies in the personnel policy.
- a. FC can change directives; policies can only be changed by SelectBoards.
9. FD Warrant Article Explanation for town meeting.
- a. This was brought up at a Budget meeting and the FD Treasurer was asked for an explanation and a percentage for tax increase. The treasurer forwarded this question the Fire Commission. A percentage cannot be given with the whole budget being approved; once the budget is approved the tax assessor can give the percentage. FC cannot give an impact on taxes.
10. Treasurer Report
- a. Item was billed in the wrong line and Chief Hooper has brought it to the Treasurer's attention to be corrected.
 - b. 68% of the payroll has been spent and we are 75% through the fiscal year.
 - c. Fleet Maintenance \$ 3600 left in Fleet Budget; \$2400 is for fuel. Chief Hooper would like to fill the fuel tank to start the new year with a full tank; approximately \$1900 will be needed. Engine 81 repairs will cost approximately \$1830. Chief Hooper would like to move \$1100 from the training fund to fleet maintenance to cover Engine 81 repairs and leave a buffer for any unexpected items.
 - d. Facilities Maintenance \$3400 left in Facilities budget; \$3000 to have the floors done and \$700 for the preventive maintenance on the bay doors. Facilities budget is over spent. Chief Hooper would like to move \$4300 from training to cover \$1500 to have the boilers cleaned before shutting down. Trane needs to come back to balance the system due to uneven heating/cooling. This will cost \$21000 to have the Trane equipment removed.
 - e. Request to move \$1000.00 to Facilities for Spring cleanup and any unexpected expenses.
 - f. This will leave approximately \$4000.00 in training budget.
 - g. Motion to allow Chief to move money from training to Fleet/Maintenance accounts as mentioned above. Approved.
 - h. FC Administrative Budget will go back into surplus.
11. IRS Matter: GMFRA changed to address and now the IRS will no longer talk to Lisa Vargis, GMFR Treasurer. GMFRA Board of Directors will be asked to send a letter to the IRS to allow Lisa to act on their behalf to get this issue resolved. Chief Hooper will informally ask for a letter if necessary Don Hernon, FC Secretary can send a formal letter.

12. MMS Safety Inspection: Formal list was sent with concerns.
 - a. Water was tested (\$70.00) – waiting find out what the requirements are for MMA on this.
 - b. Rope inspections, water rescue suit inspections, SOG for cold water ops needs to be written, Blood Borne Pathogens needs to be reviewed and updated annually.
13. Lighting Update: Project in the bay should be completed by April 17, 2015. Outside lights are not rebate optional and will cost \$300.00; the lights will pay for themselves in the first year. Chief Hooper will follow up on the paperwork and process with electrician Denis Boucher. Still waiting for the quote for the second project.
14. Fire Chief's Quarterly Report: Chief added Average all responders per call (4.8) and Average call force responders per call (1.5). 201 hours logged for storm coverage. New page two added to show significant maintenance status. Minimum required levels of activity. Seven call force members did not meet the minimum requirements, 5 of the 7 considered near satisfactory and 2 of the 7 considered unsatisfactory. One is a younger member that just moved out of town and the other has had employment issues, once these are resolved this member will be around more. Quarterly Report is also posted on the GMFR website.
15. County Based Paramedic: Regional EMS service idea; the county would maintain a community based paramedic. This paramedic can intercept for paramedic needs on EMS calls. An exploratory committee will be put together to gather information.
16. Annual Banquet will be held May 9, 2015. The GMFRA is selling tickets.
17. Letter from US EEOC is closing the file on workplace discrimination case. FC Hernon will send the letter to the Select Boards. FC Chair will send a copy to attorney David Ordway.
18. Hiring process: received only three applicants, they were all from out of town and none met the minimum requirements. Chief would like to extend the hiring process until June 30, 2015. FC Gay recommends an ongoing process with interim deadlines. Three test per year. FC will need to change the local regulation for an ongoing process. Motion to continue hiring process through June 30, 2015. Approved.
19. Chief would like to donate 600 feet of 3inch and 1 ½ inch hose that GMFR does not need to a Fire Department in need. Chief will follow the disposal process in the Regulation 1604, Protocol for Disposal of Excess Fire Department Equipment.
20. Maine State Federation of Fire Fighters: Annual dues went from \$10.00 to \$15.00 per fire fighter. This gives a \$300.00 death benefit for fire fighters. Chief Hooper is questioning if it is worth it. The budget covers \$10.00 currently; Chief will offer Fire Fighters that want to continue this to pay the addition \$5.00 to continue their membership. For the next budget will see how many want to continue the membership.
21. Next Regular FC Meeting will be Thursday may 14, 2015 at 6:30pm.
22. At 8:05pm FC voted to enter Executive Session per Maine Statute 1 MRSA 4405(6) (A) to discuss the Fire Chief's Personnel Evaluation for March 2014-March 2015 with the Fire Chief, and to discuss a Fire Department Personnel matter. At 9:00pm, FC voted to leave Executive Session; no votes taken; nothing to report.
23. Fire Chief's Personnel Evaluation for March 2014 – March 2015: FC Chair gave a signed evaluation form to the Fire Chief; Fire Chief reviewed and signed the form, indicating that he

would like to discuss the form with the Select Boards. FC Secretary will send a copy of the signed evaluation to the Select Boards for the information.

24. Motion to adjourn at 9:02pm. Approved.

Minutes recorded by FC Clerk Michelle Ray