

Lyman-Dayton Fire Commission (FC)

Meeting Minutes June 18, 2015

Location: Goodwin's Mills Fire Station

Called to order 6:30pm

In Attendance:

Fire Commissioner – Jim Roberts, Amos Gay, Don Hernon, Paul Reynolds, Wendell Smith, Fire Chief Roger Hooper

Absent – FC John Huoy

FC Clerk- Michelle Ray

1. Meeting was recorded and will be placed on the Town websites (Note: Recorder was not working properly so no recording is available.)
2. Called to order 6:30pm
3. May 14, 2015 Minutes approved with correction.
4. Replacement Fire Commissioner needed for Lyman to replace John Huoy. FC Hernon sent an email to request resignation due to conflict of interest being that John Huoy was elected as a Lyman Selectman. FC Hernon requested Town of Lyman submit a replacement.
5. Need for equipment to outfit the New Engine 83.
 - a. Truck is currently in Walpole, Mass. All the items were corrected before the truck left Appleton, Wisconsin; while in Appleton Chief Hooper requested that a shelf be moved, also a back board compartment, this would have cost \$400.00; however Chief was asked by Ray Smith to take the truck to the Fire Chief's show in Massachusetts, was offered a \$500.00 credit to take the truck to the show. This credit will cover the above requested changes.
 - b. On Spot chains still need to be purchased; the truck was wired for the chains when built.
 - c. When the truck arrives all equipment will be loaded, the only thing that will be needed is the mounting brackets.
 - d. \$1000.00 NE Grant will be used to purchase the mounting bracket hardware needed. The check for the grant will be presented at the Chief's Show in Springfield, Mass June 26 – 27, 2015.
 - e. Truck will be delivered on June 29, 2015. Minuteman will be on hand to do a train the trainer.
 - f. Contract for the new Engine covered the cost of two people to fly out to Appleton, Wisconsin for the truck inspection. Chief Hooper purchased a third ticket out of the training budget to bring Captain Duross and Lieutenant Johnston with him to Appleton, Wisconsin for the inspection. Chief felt this was a good training opportunity. FC Roberts would have liked for this to be brought to the Fire Commission for approval prior to the ticket purchase.

FC Reynolds agrees that if money is involved it needs to be brought to the Fire Commission for approval.

- g. June 30, 2015 6:30pm the truck dedication ceremony will take place at GMFD.
6. Efficiency Maine Rebate – Check was received for the amount of \$6600.00; \$7830 was expected after original estimate. \$350.00 per fixture was estimated however only \$300.00 was reimbursed. DDS Electric did look in to the discrepancy and apologized for the difference. Treasurer Lisa Vargas has the rebate check. The cost to GMFD was \$1200.00. The front light is still on backorder.
7. End of Fiscal year budget:
 - a. Attorney fees charged to wrong account; coded wrong Chief will work with Treasurer to correct.
 - b. IRS payment of \$529.00 was taken from the administrative budget. IRS saying GMFD was not paying unemployment tax to the state. Lisa Vargas and Angela Cushman gave proof to the IRS that it was paid. Penalty fees of \$500.00 were charged. Another \$400.00 fee may be charged; Lisa may contact Senator Pingree to look into getting this waived. Fee should have been taken out of the personnel budget not administrative; need to be voted on. Chief and Lisa need to make a decision to get this paid before the deadline.
 - c. Medical supplies – waiting on an \$1100.00 rebate.
 - d. Association Dues – waiting on a \$240.00 rebate.
 - e. Hose testing - \$2100.00 needs to be paid.
 - f. Heating oil tank was filled and needs to be paid from this budget.
 - g. Two pay periods remain in the current budget, approximately \$11000.00 to cover.
 - h. Need to review end of year numbers to see where we were over/under.
 - i. Ambulance licenses have been renewed; \$220.00 to the State of Maine for renewal.
 - j. Billing services are down from 10% to 7%; Chief Hooper needs to review to see if we can get that down to 5% due to runs being up. Chief Hooper says that the current company is good to work with, gets anything he needs to him quickly.
8. Changes to SMEMS:
 - a. State did not review their contract to help with QA's, training resources, etc.
 - b. There is a question as to whether or not the State can give APEMS this contract due to a monopoly.
 - c. There could be a gap in service.
 - d. Small departments are reliant on this service; it is a must have.
 - e. Chief Hooper would like to have our own Medical Director with Hollis, Waterboro and Buxton; this is on hold due to changes.
9. Grants: 2 were granted and will go towards the purchase of fire detectors, extinguishers and stove top fire suppression devices.
 - a. Chief would like to partner with local churches and area agencies to see where the needs are.
 - b. Forestry grant approved, waiting for check for reimbursement.
 - c. Fire Fighter Support grant – finishing writing the grant for a Thermal Imaging Camera

- d. Southern Maine Live In Grant for recruiting and retention; this will fund from entry level to advanced bachelor degrees. Still in the early planning stages; Chief will come back with more information.
 - e. SAFER grant is a regional grant; will work with other department on this.
10. Loaning/Borrowing Apparatus: This is usually done between Chiefs in mutual aid departments.
- a. Directive 2601, Loaning and Borrowing Apparatus; covers procedures, insurance and equipment. Chief will add that the FC Chair needs to be advised. FC Chair Roberts wants a copy of the Directive sent to the departments that we work with to advise them of our policy on Loaning/Borrowing Equipment.
 - b. Chief Hooper will also add the MMA insurance will be notified.
 - c. Review of the InterLocal agreement; FC did not see any violations to the agreement.
 - d. Copies of changes need to be sent to the SelectBoards. Motion approved to accept amendments.
 - e. FC Herson will send Directive 2601 to Select Boards for informational purposes.
11. Lions Club will meet at GMFD on Monday nights. Chief has a copy of their insurance rider.
12. Plymovent Update:
- a. Tech has been out to look at the systems and determined that the motor is no longer working. The warranty runs out June 30, 2015; so it is still covered under the warranty.
13. FC Roberts wants to look at getting quotes from other garage door companies.
14. GMFR Personnel Policy:
- a. Nothing has been done since the last meeting
 - b. Town of Lyman has only a three tier system for Paid Time Off that maxes out at 6 years.
 - c. FC Herson listened in on the Town of Lyman meeting to see what the numbers were that was used to figure out PTO. FC Gay and FC Herson will meet with Select Person Nancy Harrison to see how the number they used was derived.
 - d. FC would like to sit down informally with the Full Times Employees to see if they are even interested in this PTO program.
 - e. Chief Hooper does not see a problem with the FC meeting with the employees to discuss PTO program, other benefits, etc.
15. Recruiting
- a. Received four applications for the call force
16. Cause of the fire on Alewife Rd is undetermined; point of origin was in the trash can under the steps.
17. MX207 crash over Memorial Day Weekend; accident involved a spectator. Chief Hooper has contacted the Fire Marshall to see if this needs to be reported; has not heard back. Non sanctioned races at MX207 do not require EMS on scene. Chief Hooper will contact MX207 to discuss and also look at a mass gathering ordinance. Also the question as to whether the Town of Lyman can require them to have an ambulance on site.
18. RFP's for Refurbished Ambulances; Chief was advised not to sent out RFP until ready to buy, vendors will send quotes without an RFP.
19. How much money is in the Ambulance fund? Approximately \$140,000.00 to \$145,000.00; waiting to see what the surplus is.

20. RFP for Cardiac Monitor/Defibrillator

- a. Reviewing finance options for both the Zoll and LifePak
- b. Review trade options for two old monitors
- c. Zoll does not usually do a 5 year lease, but Chief will get the numbers
- d. Chief Hooper requesting approval to sent RFP with July 21, 2015 deadline for proposals and will bring the FC on July 23, 2015 for regular meeting to review. Motion approved
- e. Need to see who has better pricing and finance options.
- f. Most area departments use the LifePak monitors, making it easier when mutual aid is needed.

21. Executive Session:

At 8:05 pm, FC voted to enter Executive Session per Maine Statute 1 MRSA §405(6)(A) to discuss a Fire Department personnel matter. At 8:20 pm, FC voted to leave Executive Session; no votes taken; nothing to report. FC voted to accept Fire Chief's recommendation to hire a full time Fire Fighter/EMT. FC Secretary will notify the Select Boards once the Fire Chief has notified the applicant and the position has been accepted.

22. FC voted to accept Fire Chief's recommendation to hire a full time Fire Fighter/EMT. FC Secretary will notify the Select Boards once the Fire Chief has notified the applicant and the position has been accepted.

23. Next FC meeting July 23, 2015 6:30pm at GMFD

24. Chief Hooper will be on military leave July 6 – July 12, 2015

25. Motion to adjourn at 8:20pm

Minutes recorded by FC Clerk Michelle Ray