

Lyman-Dayton Fire Commission (FC)

Meeting Minutes July 21, 2016

Location: Goodwin's Mills Fire Station

Called to order 6:30pm

In Attendance:

Fire Commissioner –FC Jim Roberts, FC Wendell Smith, FC Paul Reynolds, FC Don Herson, FC Chris Boyden, FC Amos Gay

Fire Chief Roger Hooper

Assistant Chief Ben Harris

FC Clerk- Michelle Ray

Select Board Members – John Tibbets, Ed Sanborn, Dan Gay

1. Election of FC Officers for FY 16/17:
 - a. Chairman – Jim Roberts (approved)
 - b. Vice Chairman – Wendell Smith (approved)
 - c. Secretary – Don Herson (approved)
2. Status of FC investigations and corrective action taken:
 - a. Hose Deployment Investigation – almost all items completed status update was sent out to Fire Commissioners by Chief Hooper (report dated July 18, 2016). FC Herson wants to make sure as new equipment is received procedures are followed and completed.
 - b. Mast Rd Incident Investigation – in progress. Waiting to hear from the State Troopers. The two passengers that were involved at the Church need contact information for them. Key question that FC would like to ask is if they felt intimidated and not allowed to leave the parking lot. FC Reynolds has spoken with the State Trooper and will put together a report. Selectman Tibbets wants to see if the dispatch recording stated that they were blocked in; dispatch report seems different than what the Fire Fighters on scene stated. FC Reynolds spoke with the Trooper, he stated that the two vehicle occupants never stated they were blocked in
3. Minutes from June 23, 2016 regular FC meeting approved.
4. Minutes from July 7, 2016 Special FC meeting approved.
5. Status of Personnel and Operations accounts end of FY 2016:

- a. 96% of Personnel budget; would have been 100% if all full time employees had taken Town insurance.
 - b. Question of why Worker's Comp was so high over estimated budget – Fire Department has more employees and higher liability.
 - c. \$4600.00 left in the operations budget
 - d. Still waiting on the Forestry reimbursement grant; Chief will follow up with Lisa Vargas (Treasurer)
 - e. Fuel savings and LED lighting savings
 - f. FC Herson would like earlier input from the Budget Committees; looking to improve the process. Chief Hooper is also looking for guidance for the budget.
6. Regulation 1311/MVA Billing
- a. Select Boards have discussed; need a motion from each board to approve and move forward with MVA Billing
 - b. FC will finalize and send to Select Boards for approval and signatures.
 - c. Motion to accept changes and remove wording “we will bill” and forward to Select Boards. Approved
7. Memo for Authorizing Red Lights on POV's (Personal Vehicles):
- a. Chief Hooper is asking to be the authorizing agent for red cards to get the Fire Department in compliance
 - b. Policy is already in place for POV and red lights
 - c. FC to vote and then forward to Select Boards to sign.
 - d. Motion to draft a letter to Select Boards to authorize Chief Hooper to approve red lights. Approved
8. Disposal of lawn tractor and attachments:
- a. Ed Sanborn wanted to look in to see if it could be fixed and used; needs to look at it one more time
 - b. If Dayton does not want the tractor then Ed will pick it up from the Fire Department.
9. Draft Policy on Imagery and Video:
- a. Chief needs to put out a policy on imagery. Video taken at scene become Department property.
 - b. Video/Photos can be useful for training and investigations

- c. FC Reynolds is concerned with legal issues of getting pictures from personal cameras/phones.
- d. FC Herson would like to have the town attorney review the policy.
- e. Policy will be reviewed at the August FC meeting.

10. Second quarter Report:

- a. Comparison added to show current year and last year
- b. FC Herson will forward to Select Boards for their information

11. New Business

- a. Selectman Dan Gay had a question about cuts in the training budget. Will there be enough money? Chief Hooper says there will be enough.
- b. Look at having members sign an agreement to stay on or pay the department back for training cost.
- c. There is a discussion in Chief Association about payment for training and if they leave the money would need to be paid back.
- d. Selectman Gay thinks the Select Boards need to be educated on the training process.
- e. Chief wants to put together a presentation of what the Fire Department does and how they do it.
- f. FC Gay would like to be the alternating voting member for the FY16/17 per the Interlocal Agreement; in the past the Chair has always been the alternating vote. Dayton FC determined that the FC Chair would be the alternating voting member for the FY16/17.
- g. FC Smith stated that picture badges for employees are needed. Need to get an estimate for software and printer.

12. Next regular FC meeting August 25, 2016 GMFD 6:30 pm.

13. Adjourn 8:10pm

Minutes recorded by FC Clerk Michelle Ray