

Lyman-Dayton Fire Commission (FC)

Meeting Minutes January 22, 2015

Location: Goodwin's Mills Fire Station

Called to order 6:30pm

In Attendance:

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

Fire Chief Roger Hooper via Skype

FC Clerk- Michelle Ray

Handouts:

Expense/Revenue report, GMFR 2015/2016 proposed budget, Fire-Rescue 2015-2016 Budget Considerations

1. Meeting was recorded and will be placed on the Town websites
2. December 18, 2014 Meeting Minutes approved with amendments.
3. January 7, 2015 Budget Meeting Minutes approved.
4. FC annual report approved as written with follow up from Chief Hooper about number for insurance buy out.
5. Motion to table Chief Evaluation until February. Approved.
6. FY16 Budget Request:
Personnel Budget:
 - a. Health/Dental increase :
FC Gay recommended cutting the health insurance budget to 2.5 employees, based on the fact that 3 of the 4 full time employees take the insurance buy out. FC Roberts would rather make cuts from somewhere else. FC Houy and FC Smith agree with FC Roberts about not taking the chance. FC will present to the Budget Committee. Motion to leave insurance as is: Vote 4 to 1 approved.
 - b. Discussion on different ways to reduce the budget –
 1. Call Force Admin budget
 2. Health/Dental reduction
 3. Unemployment referendum: suggestion to reduce from \$5000 to \$2500
 4. Eliminate the FC Clerk position
 - c. Motion to reduce Unemployment by \$2500; new total \$2500. There is currently \$5000 in the account. Approved

- d. Call Force Admin time: With per diem shifts, admin duties are being completed when on shift. Motion to reduce by \$5000. Approved
- e. Proposal to cut the FC Clerk: FC Roberts and FC Herson do not agree with eliminating this position; with the clerk taking the minutes it allows all the ire Commissioners to focus on the meeting discussion. FC Houy questioned if the minutes need to be written where they are recorded for the towns' websites. The law does not require recorded or written minutes. IF FC eliminates the Clerk position the bylaws would have to be changed. Motion to keep the FC Clerk. Vote 4 to 1 approved.
- f. Workman's Comp Insurance: FC was advised by Selectman to keep the WC amount (with quoted increase) as is in the budget requested. Treasurer is working with the insurance company to try and break down the numbers with the increase for the Lyman Town employees and GMFR employees. Currently GMFR represents 82% of the Workman's Comp Insurance rate. Motion to leave numbers at \$37000 as presented. Approved

Operations Budget:

- g. Medical Supplies: \$8700 No change. Approved as written.
- h. Professional Fees: \$16182 No change. Approved as written.
- i. Facility: \$14030 No change. Approved as written.
- j. Property and Liability Insurance: \$16500 Increase of \$1500 over last year. MMA suggest that increase should be 10%. Chief Hooper recommended looking around to other carriers for insurance. Motion to approve at written. Approved.
- k. Utilities: FC Roberts recommends decreasing heating oil due to current drop in price. FC Gay recommends increasing electricity. FC Houy recommends moving decrease in oil to increase electricity. Overall utilities are down over last year. Electricity increase by \$500; Heating oil reduced by \$3000; new total \$24700. Motion to accept with changes. Approved.
- l. Communications \$1500 No Change. Approved.
- m. Fleet Maintenance: \$11200 increase
 - 1. Ladder 82 \$6200 for cylinders
 - 2. Rescue 86 \$2600 for body work
 - 3. Engine 81 \$2400 for body workRepairs are critical to keeping apparatus in service. Motion to accept as written. Approved.
- n. Equipment Maintenance: \$8400 No change. Approved as written.
- o. Equipment Replacement & Acquisition: \$34935 New Capabilities line added to cover unfunded requirements or replacement of broken items. Radio replacement was moved from the communications budget. Line items add up to the Capital Equipment Plan. Some items in this category were moved from other areas of previous budget lines. Radios need to be replaced as part of the Capital Plan. PPE \$8650 will be budgeted every year to replace four sets of gear. \$6000 increase was moved from radio line. Changes will balance in final numbers based on line items being moved. Motion to accept as written. Approved.

- p. Information Systems: \$3939 No change. Approved.
 - q. Training and Education: \$11400 No change. Approved.
 - r. Programs: FC Roberts suggest that we look to change the policy to allow other options for physicals. Chief requested coming up with a form to be completed and signed off by personal physicians. Physicals and required immunizations is where most of the money is. FC Hernon requested to reduce; Chief not sure if there will be any increase with Workwell. Chief agrees to reduce to \$5500 or \$5200 from \$6380. FC Roberts recommends drop to \$5380. FC Houy question as to why there is no money showing in the Forestry Grant line; even though this is something that we apply for every year. Grant covers 50% of the cost of replacing Forestry items. FC Houy suggests putting something in this line to show a true reflection. Recommended to put \$1000 in this line on the budget. FC Gay recommended putting \$500 in the Forestry line and \$500 in Other.
Chief Hopper would like Town of Lyman and Town of Dayton to set up separate funds to put in dry hydrants. If both towns set up separate funds, Chief will be able to apply for separate grants for each town for this project. (Presented in Chief's 2015-2016 Budget Considerations).
Health/ Wellness reduced by \$1000; Forestry Grant increase to \$500; Other Grant line increase to \$500. No change in dollar amount \$8180; changes made to individual line items. Motion to approve with line item changes. Approved.
 - s. FC Administration: \$9000 FC Roberts recommends to reduce; FC Hernon agrees. Motion presented to decrease from \$9000 to \$8000. Approved.
 - t. Total Operations reduction from Department request \$4500. Bringing total Operations Budget request \$200461.
7. Capital Improvement:
- a. Apparatus replacement \$100000 no increase.
 - b. Ambulance replacement\$ 67500.
 - c. FC Houy request to bring article to town to bring EMS revenue to fund ambulance replacement. Last Year surplus was \$63000. FC Roberts request taking \$45000 in to fund and the remaining goes back to the towns to offset budget cost. Request a warrant article for EMS revenue to fund the capital improvement. Apparatus replacement \$100000; \$50000 per town. Approved.
 - d. Ambulance replacement currently \$118000 in the fund; need another \$67500 to replace Rescue 86 as requested by Chief Hooper. FC Houy recommends waiting a year. FC Gay agrees. Motion not to fund Ambulance replacement in this budget cycle. Vote 4 to 1 Approved.
 - e. Facilities System Equipment: \$32000 (\$16000 per town) includes Defibulator replacement on a five year lease as presented in the Capital Replacement Plan. FC Hernon recommends moving forward with request for \$16000 per town for a total of \$32000 to start fund. Recommend to Select Board to approve five year lease. Motion to approve as written. Approved.
 - f. Budget Approved.
8. Discussion on what to do with surplus EMS revenue.

- a. Recommend using \$80000 from anticipated 2015/2016 EMS Revenue to offset 2015/2016 Operations Budget.
 - b. Recommend using 2013/2014 surplus of \$69559 as follows: \$45000 to offset 2015/2016 Operations and \$24559 to Ambulance Fund. Approved.
9. Budget Committee Meeting February 12, 2015 6:30pm Lyman Town Hall.
10. Recommendation to give Budget Committee copy of the budget book in advance to review.
11. Narragansett One Foundation is a 100% grant for one defibulator and TD BankNorth Charitable fund for the other defibulator. Requesting \$32000 from each. Grants open until March and awarded in June. Motion to authorize Chief to apply. Approved.
12. FFSupport.org provided small grants up to \$5000. Chief would like to apply for another thermal imaging camera approximately \$3000. Motion to allow Chief to apply. Approved.
13. FC Clerk rate of pay. Motion to keep rate of pay at \$12/per hour. Approved.
14. Chief vacation time. Started in position with 2 weeks. Question if Chief receives his third week at the 3 or 5 years mark. Based on the InterLocal agreement FC determines pay and vacation. Motion to approve Chief's third week of vacation on his third year. Approved.
15. Next FC meeting February 19, 2015 6:30 pm
16. Motion to adjourn 9:40 pm approved.