

Lyman-Dayton Fire Commission (FC)

Meeting Minutes March 19, 2015

Location: Goodwin's Mills Fire Station

Called to order 6:30pm

In Attendance:

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

Lyman Selectboard – Nancy Harrison, John Tibbetts, Ed Sanborn, George Sutton, Victoria Gavel

Dayton Selectboard – Scott Littlefield, Gerry Taylor, Daniel Gay

Lyman Budget Committee – Lisa Vargas (Lyman Treasurer), John Houy,

Dayton Budget Committee – Woody Brown, Nancy Harriman, Steve Hennessey, Laurie Vezina, Paul Reynolds, Jim Roberts

Fire Chief Roger Hooper

Deputy Fire Chief Chad Johnston

Captain Matt Duross

FC Clerk- Michelle Ray

Handouts: Prior Year VS Current Year Budget Comparison, Warrant Articles for FY2015/2016, Proposed Amendment to Personnel Policy Page 12; Section 6.3 Physical Fitness, Proposal for Amendment to the Inter-local Agreement 3.4 B Fire Chief

1. Meeting was recorded and will be placed on the Town websites
2. Called to order 6:33pm
3. Joint meeting with Fire Commission, Lyman/Dayton Selectboards, and Lyman/Dayton budget Committees
4. Review of Prior Year VS Current Year Comparison
 - a. 2013/14 Budget \$357,886.00 Actual \$319,411.35 Difference \$38,454.65
 - b. 2014/14 Budget \$426,395.00 Est. Exp. \$379,074.21 w/buyout \$395,802.31 w/o buyout Difference \$30,592.69
 - c. Most of the surplus was from Personnel not Operations
 - d. Expenditure report is for six months; when looking at the totals, the personnel expenditure can be doubled to estimate the total year, however operations expenditure cannot be

- doubled for an estimate of the total year. Operational line items are scheduled throughout the year; i.e. Employee physicals, heating oil delivery, testing, repairs etc.
- e. GMFR has already made cuts within the personnel proposed budget to cover longevity step raises and full time employee raise for paramedic license.
 - f. Current personnel budget will not have a surplus at the end of budget cycle.
 - g. Per Diem cost rolled in to Part time Budget line, money was already trimmed from Call force budget to help fund the per diem program. \$62,000 incremental expense for per diem was not in last year's budget.
 - h. Insurance increase cost for 2015/16 7% Health Insurance/4% Dental Insurance
 - i. Also need to budget for sick time, retirement, insurance, etc.
 - j. This year there was one employee that did use all of his sick time due to an accident; in the personnel budget sick time is covered.
 - k. Revenue cannot be used to offset expenditures; surplus goes back to the towns and FC must request to use the money.
 - l. Review of 2015/16 Warrant articles
 - m. Dayton Selectman Scott Littlefield would like to see the budget as a whole stay flat with not increase over 2014/15 budget. Current \$651,657.00 Proposed \$659,455.00 Increase \$7798.00
 - n. Recommendation to create a fund to cover unemployment, insurance, etc.
 - o. Major increase in the 15/16 proposed budget; \$11,000 maintenance increase for work to Ambulance and Engine, Workman's Comp Insurance
 - p. Recommendation to reduce the personnel budget by \$8000 to \$10,000; can money be taken from insurance?
 - q. Recommendation to accept proposed budget as is; Budget Committee must vote to make recommendation for SelectBoards to approve.
 1. Dayton Budget Committee straw poll 5 will vote to approve and recommend to Dayton SelectBoard.
 2. Per Interlocal Agreement, Selectboards must vote on GMFR funding formula before next fiscal year; and whether the GMFR Treasurer is from Lyman or Dayton.
 3. Current GMFR funding formula is: Personnel 60/40 Lyman/Dayton; Operations 50/50 Lyman/Dayton.
 4. Dayton SelectBoard vote: Motion to keep funding Personnel 60/40; Operations 50/50. Approved.
 5. Lyman SelectBoard vote: Motion to keep funding Personnel 60/40; Operations 50/50. Approved 4 to 1.
 6. Dayton SelectBoards vote: Lyman Treasurer to remain as GMFR Treasurer. Approved.
 7. Lyman SelectBoard vote: Treasurer to remain the same; Lyman Treasurer to remain as GMFR Treasurer. Approved.
 5. Minutes from February 19, 2015 FC Meeting approved.
 6. Minutes from March 5, 2015 Special FC Meeting approved.
 7. Storage of FC recorded minutes; Lyman town website can keep two meetings on their site.
 - a. No requirements on having to keep recordings or for how long

- b. Need to put regulations together for record retention for Fire Commission.
 - c. FC Houy stated that there is a value in having the recordings.
8. Expense Report Review
 - a. Radio line item was miscoded and should have been in equipment improvement line.
 - b. \$5000.00 deposit for Lighting Project was made to DDS Electric to begin project.
 9. GMFRA President Norm Bilodeau was invited to the meeting to review issues with accounts and association. He dropped off a letter for FC Chair Jim Roberts. There is still an IRS issue from 2012 that is being reviewed with a possible penalty. February 24, 2015 there was a letter sent to the Association with regards to the IRS issue and lien on GMFR account. FC Hernon will forward a copy of the letter to Lyman and Dayton SelectBoards.
 10. Lighting Project: Down payment has been made and the parts have been ordered. Still waiting for Phase 2 of the project. DDS electric is working on the quote.
 11. Hiring: Chief Hooper requested authorization to run a hiring through March with testing in April. Looking to put together a potential list for unanticipated full time opening, per diem and call force. Per Diem shifts are still currently being filled from in house. Cost for hiring will be minimal and is already in the budget. Minimum qualifications must be met for per diem. Motion to authorize. Approved.
 12. HRSA Grant: Grant to put AED's throughout Lyman and Dayton. GMFR will be the middleman for this grant project. Businesses have zero liability. Chief plans to work with businesses furthest from GMFR first. The business fills out the application; the AED is sent to GMFR, GMFR sets up the AED and trains the employees. Batteries last approximately 7 to 10 years so the maintenance of the device is low. Chief Hooper wants Lyman/Dayton to be established and recognized as a Heart Safe Community. Motion to allow Chief to proceed. Approved.
 13. State Farm Community Grant: Community Risk Reduction program; this is a \$25,000 dollar grant that can be used for smoke detectors, CO2 detectors, stove top extinguisher units, etc. If approved and granted Chief will put together a Standard Operating Guideline outlining how this will be handled. Captain Ben Harris is putting together a spreadsheet of needs. Motion to allow Chief Hooper to move forward. Approved.
 14. NEFSOA grant: Small group out of Massachusetts that works with small departments. Chief has requested IRS information to validate. Chief is looking at this grant to obtain mounting equipment/brackets for the new Engine. Approximately \$1000.00, not a matching grant it is 100% funded. Motion to allow Chief Hooper to move forward. Approved. Chief will verify paperwork before moving forward with grant request.
 15. Ambulance RFP: Review of line 87 showing that specs of what Chief is looking for.
 - a. Chief Hooper would like to send out to get serious quotes.
 - b. FC Houy disagrees with moving forward. FC Gay agrees.
 - c. Chief is looking in to the current maintenance cost for Rescue 85.
 - d. Chief thinks we need to start looking due to the age and mileage of both ambulances in the fleet. If GMFR is given approval to move money from surplus in to Ambulance fund there should be approximately \$130,000 available after July 1, 2015.

- e. FC Gay thinks we should move forward with quote with the understanding that must get approval of surplus funds. Motion to allow Chief Hooper to send out RFP for quotes. Approved 3 to 2.
16. Proposal for Amendment to the Inter-local Agreement 3.4 B Fire Chief.
 - a. Fire Chief feels we need to be more specific with what he can do as a safety inspector.
 - b. FC Chair Roberts does not feel that there needs to be another amendment.
 - c. FC Gay instead of amending the Inter-local agreement amends the job description for the Fire Chief.
 - d. The benefit to amending the Inter-local agreement is it would be signed by the SelectBoards.
 - e. Currently there have been no issues, but Chief would like to do this before any issues arise.
 - f. FC Hernon, FC Smith, FC Houy agree with the amendment; FC Houy stated that it should also be updated in the job description. Motion to add amendment to the Inter-local agreement. Approved. FC Hernon will send out.
 17. Proposed Amendment to Personnel Policy Page 12; Section 6.3 Physical Fitness.
 - a. Changes would allow for members that work full time for another municipal Fire Department may use the medical release from that department; physicals may be completed by a personal physician based on job descriptions. Motion to accept but hold and send with PTO to SelectBoards. Approved.
 18. FC needs to finish PTO changes, finalize and send to SelectBoards.
 19. Annual Report- Chief Hopper is finishing up and will send out for information.
 20. FC Hernon sent the FC Annual Report to Lyman and Dayton.
 21. Monday March 30, 2015 Fire Commission members will meet to complete Fire Chief Evaluation.
 22. Next FC meeting April 16, 2015.
 23. Motion to adjourn 9:25pm. Approved.

Minutes recorded by FC Clerk Michelle Ray