

LYMAN-DAYTON FIRE COMMISSION (FC)
Minutes of Meeting/Workshop – 01/23/13

Location: Dayton Town Hall – called to order at 6:30 p.m. by Jim Roberts.

Present – Fire Commissioners: Ray Demers, Amos Gay, Don Herson, Jim Roberts, Wendell Smith, Jim Sotir; Fire Chief Rod Hooper; Deputy Fire Chief Chad Johnston; Dayton/Fire Department Treasurer Angela Cushman, Ann Paquette, Clerk

Handouts

- Proposal for House Fund by Goodwin’s Mills Firefighter Relief Association
- Draft: Audited Financial Statements for Goodwill Mills Fire-Rescue

FC Votes Taken/Results – After discussion FC members **voted** as follows:

- **Approved**
 - Direct deposit authorization on payroll deductions for House Fund
 - Anniversary-date raise for Fire Chief retroactive to first pay cycle of calendar year 2013

Action To Be Taken – After discussion, FC members agreed on the following:

- **Fire Chief** will draft protocol for employee participation in Fire Department activities to be reviewed at next regular meeting
- **FC** will review the findings and recommendations of the appointed investigation officer regarding recent employee complaint upon completion of investigative report
- **Fire Chief** to meet with Treasurer Angela Cushman regarding proposed operating and payroll budget for FY14
- **Fire Chief** to determine if there is Fire Department employee interest in the Town of Lyman optical benefit

Discussions:

Complaint Protocol – Per Regulation 1104, Disciplinary Reporting Procedures, it was agreed that greater emphasis must be placed on requiring employees to follow the chain of command regarding complaints. They should be referred to their supervisor per the organizational chart.

Committees / Payroll Policy: further clarification was needed regarding compensation for newly organized committees. Committees organized with hand-selected members targeted for their expertise in a specific area will be compensated for their professional service under the budget line item of “Meetings”. Committees that require minimal or no technical consulting may be considered “volunteer-based” and its members may not be compensated.

House Fund – the Goodwin’s Mills Firefighter Relief Association will organize and manage a department house fund for the purchase of food and other items used by members. An annual open enrollment period will allow employees to elect to participate with a 1% weekly withdrawal from their payroll. As approved by the FC, Dayton Treasurer Angela Cushman will set up the direct deposit accounts for these deductions on behalf of the Association.

Fire Chief Benefits – it was confirmed that during the hiring process, the Fire Chief position is entitled to 2-weeks vacation on or after the first anniversary of employment. Also, per Regulation 1105, Human Resources Policy, the Fire Chief is entitled to a 2.5% anniversary raise.

Warrant Reminder – Payroll and Accounts Payable Warrants will be available on Monday, January 28th, for FC member review and signing by the Selectmen of Lyman and Dayton.

Protocol for Employee Attendance: Discussed were the rising costs of retaining inactive members (\$500 split between physical exams and minimum 20 hours of annual training required by Bureau of Labor Standards). Also, inactive members bring depleted skills to their infrequent calls, creating a liability for the towns and the patients.

Various ideas reviewed: **(1) Define employee type** (active, restricted, inactive, honorary, seasonal, then establish level of expectation for each type); **(2) Activity Average System** – calls, training, meetings are multiplied by a pre-determined number; rolling averages restricts members from pooling their required participation into a short timeframe; **(3) Point System** – flat points are assigned to each event (calls, training, meetings) with a certain amount of points required per selected calendar period . Fire Chief Hooper will have preliminary protocol for FC to review by the next regular meeting.

Optical Benefit – Town of Lyman has extended optional optical benefit coverage to Town Hall employees at no cost to the Town. Fire Chief will determine if there is interest in this benefit by Fire Department employees.

Next Meeting- Budget: Thursday, January 31, 2013, 6:30 p.m. at Goodwin’s Mills Fire Station.

Meeting adjourned: 8:21 p.m.

Submitted, as recorded, this date of January 23, 2013, by Ann Paquette, FC Clerk