

LYMAN-DAYTON FIRE COMMISSION (FC)
Minutes of Meeting – February 20, 2014

Location: Goodwin's Mills Fire Station – called to order at 6:38 p.m.

Present – Fire Commissioners: Ray Demers, Amos Gay, Don Hernon, Jim Roberts; Dayton/Fire Department Treasurer: Angela Cushman; Fire Chief Rod Hooper, Deputy Fire Chief Chad Johnston; Lyman Selectmen: John Houy, George Sutton.

Absent - Fire Commissioners: Wendell Smith, Jim Sotir.

Handouts

- Draft Minutes of 1/16/14
- Meeting Agenda for 2/20/14
- Proposed Change to GMFR Personnel Policy Section 9.2 Vacation
- Revised Fee Schedule for Ambulance and Emergency Medical Services, Appendix 1 to LDFC Reg 1310
- Fire Chief's Quarterly Report, 4th Qtr 2013
- Draft Fire Commission annual report for 2013
- Plan for Fire Chief coverage during military leave March/April 2014

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

- **Approved**
 - Minutes of 1-16-14 FC meeting; to be posted on Lyman/Dayton Town websites
 - Change to GMFR Personnel Policy Section 9.2 Vacation, use of anniversary date instead of fiscal year for vacation
 - Revised Fee Schedule for Ambulance and Emergency Medical Services, Appendix 1 to LDFC Reg 1310
 - Fire Chief's Military Leave 3-2 through 4-29-14
 - Fire Chief's Memo dated 2-10-14; temporary assignments during his military leave
 - Fire Chief's Memo, Retirement of Engine 3, dated 2-3-14 (3 in favor; 1 opposed)
 - FC will not pay RHR Smith Accounting additional \$300 audit fee unless documentation of services is provided
 - Send 16 overdue EMS accounts to collection agency
 - Fire Chief conduct Hiring Process for FF/EMTs from 3-31-14 through 4-22-14
- **Accepted**
 - Fire Chief's Quarterly Report, 4th Qtr 2013

- **Tabled (Note – includes items tabled in previous FC Meetings)**
 - Draft of Internet Use Policy
 - GMFR Personnel Policy, Section 9.2: Paid-Time Off
 - Warrant Article – Use of Fire Truck Account Funds
 - Action on request made to Fire Station modernization general contractor to reimburse GMFR for repairs to Fire Station fire alarm system

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

- **FC Secretary** to send following documents to:
 - Lyman and Dayton Boards of Selectmen - Change to GMFR Personnel Policy Section 9.2 Vacation; Revised Fee Schedule for Ambulance and Emergency Medical Services, Fire Chief's Quarterly Report, 4th Qtr 2013; Town of Alfred Letters of Appreciation; Fire Chief's Evaluation April 2013 – February 2014 (within 7 days of completion)
 - Lyman Board of Selectpersons - MHRC Letter dated 2-14-14
 - Lyman and Dayton Selectman Clerks - Fire Commission annual report for 2013
- **FC Treasurer:**
 - Post completed RHR Smith audit report of GMFR as of 6-30-13 to DropBox for FC information
 - Inform RHR Smith that documentation must be provided to support RHR Smith's request for additional \$300 payment for 2013 annual audit
 - Work with Lyman Treasurer to resolve GMFR use of Employer Identification Number (EIN) and possible Unemployment Insurance with Maine Municipal Association
- **FC Chairman:**
 - Discuss routine (possibly quarterly) meetings of FC with Lyman and Dayton Boards of Selectmen.

Treasurer's Report – Treasurer provided information as follows:

- Per Attorney Ordway's review of Interlocal Agreement, FC does NOT have the authority to enter into a lease/purchase agreement for new capital equipment (e.g., fire truck or ambulance); any agreement must be signed by Boards of Selectmen.
- RHR Smith has requested an additional \$300 for GMFR audit as of 6-30-13; no documentation provided.
- RFP for GMFR FY 2014 financial audit will go out next week as part of the Town of Dayton audit request. FC noted that the approved GMFR audit firm should be the same firm that audits the Town providing the GMFR Treasurer (currently Dayton).
- GMFR currently has a separate EIN from the Town of Lyman (as recommended by financial auditor). Having two EIN's appears to complicate combining policies under MMA Insurance to possibly get lower rates.

- GMFR has \$5000 budgeted annually for Unemployment; no insurance is purchased; funds do not carry over and accumulate from year to year.

Executive Session – 7:35 p.m. FC voted to go into Executive Session per 1MRSA 405(6) A, Personnel Matters, at the request of Lyman Selectmen George Sutton. 8:07 p.m. Voted to leave Executive Session; no votes taken; nothing to report.

Executive Session – 8:20 p.m. FC voted to go into Executive Session per 1MRSA 405(6) A, Personnel Matters, to complete Fire Chief’s Personnel Evaluation, and discuss personnel matters as presented by Fire Chief. 9:07 p.m. Voted to leave Executive Session; no votes taken; nothing to report.

Discussion of GMFR Capital Equipment Replacement – FC expressed appreciation that both Towns’ Boards of Selectmen and Budget Committees are moving forward to determine alternatives to be placed on Town warrants for consideration of replacements for 1987 Engine 3 (currently out of service) and/or 1999 Rescue 6 ambulance. Fire Chief noted that he would arrange for Scarborough Fire Chief Mike Thurlow to meet with FC to discuss experience with managing RFPs for procurement of Fire Department capital equipment, if the FC is interested. Fire Chief also noted that Bangor and Orono are currently proceeding with purchase of Rescue Pumpers (3 total) at a competitive price.

Hiring Process for FF/EMTs – FC discussed and approved Fire Chief’s request to conduct a hiring process for Firefighters/EMTs from 3-31 through 4-22-14. Purpose to obtain new Call Force members and to establish a potential hiring list for any full-time or per diem employee vacancies. Applicants will be asked to participate in Physical Agility Test scheduled for 4-26-14, take reading comprehension test, and be interviewed by GMFR Hiring Board and FC representative. Hiring Process will be advertised on Town and GMFR websites, Facebook, and free/inexpensive local newspapers.

Overdue Emergency Medical Services Accounts – Fire Chief presented data on 16 overdue EMS accounts; \$9688.34 total outstanding; time frame of service September 2012 through September 2013; some accounts were partially paid; multiple notices have been sent out by billing agencies; no hardship requests received on these accounts. FC reviewed data and voted to send to collection agency.

Maine Human Rights Commission – FC received MHRC letter dated 2-14-14, with an amendment to complaint E-13-0185 filed by a previous employee. FC reviewed the letter and

directed FC Secretary to forward the letter to the Lyman Boards of Selectpersons who are cognizant over this matter.

Town of Alfred Letters of Appreciation – GMFR received two letters of appreciation regarding: (1) Assistance on 11-20-13 on the barn fire on the Back Road in Alfred; and (2) Loan of an ambulance during December 2013/January 2014 when the Alfred ambulance was out of service for work. FC reviewed the letters and directed FC Secretary to forward the letters to the Lyman and Dayton Boards of Selectmen for their information.

GMFR Fire Station Fire Alarm Code – At the direction of FC, Fire Chief sent a certified letter dated 1-21-14, with receipt signature, to Fire Station modernization work general contractor requesting reimbursement for the cost of \$1473 to replace the motherboard of the fire alarm system to permit annual testing as required by code. This action was necessary since a subcontractor changed the access code to the system due to a contract dispute with the general contractor. FC will consider any further action based on response from the general contractor.

Grants – Fire Chief provided updated status on pending grants. Senators Collins and King , and Representative Pingree, have sent letters supporting GMFR’s request to FEMA for a grant to purchase a pumper-tanker; award expected in a few months.

Medical Insurance Alternative – Lyman and Dayton Boards of Selectmen authorized this change to the GMFR Personnel Policy, Section 10.4 in January 2014. Three GMFR employees have applied for this coverage. The change to the GMFR PP will be incorporated during the next routine update.

Diabetic Intervention Policy – FC discussed current policy and determined no changes are necessary at this time.

Routine Meetings with Boards of Selectmen – FC discussed the need for routine meetings with the Lyman and Dayton Boards of Selectmen to promote discussion and cooperation on issues affecting both GMFR and towns. Quarterly meetings would be beneficial.

FC Clerk – FC Secretary noted that no applications have been received for the FC Clerk position.

GMFRA Ball – Goodwins Mills Firefighters Relief Association will sponsor a dinner with subsequent dance at the Nonantum Resort in Kennebunkport on Friday, May 16th. No FC funds are involved. GMFRA will be providing additional information.

Next Regular Meeting- Thursday, March 20th, 6:30pm at Goodwin's Mills Fire Station.

Meeting adjourned: 10:03 p.m.

Submitted, as recorded, this date of February 20, 2014, by FC Secretary, Don Hernon.