

**LYMAN-DAYTON FIRE COMMISSION (FC)**  
**Minutes of Meeting – 04/11/13**  
**Location: Dayton Town Hall – called to order at 6:30 p.m.**

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

**Absent** – Fire Commissioner: Jim Sotir

**Handouts**

- Draft Minutes of 3/12, 3/26, 3/27 meetings

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

- **Approved**
  - Minutes of 3/12, 3/26, 3/27 meetings; to be posted on Lyman/Dayton Town website (minus Executive Session content)
  - Nomination for Chief Coyle Meserve Outstanding Service Award
  - Outstanding unpaid accounts to Thomas Agency

**FY 2013-2014 Budget** – discussion on current standing of Lyman/Dayton Selectmen on Fire Department articles for an Annual Town Meeting Warrant. Both towns will not issue warrant articles on Per Diem Staffing Proposal or for the purchase plan of new Fire Truck. However, Lyman will revisit this issue. Warrant articles accepted by both towns: \$117,000 CD to Ambulance Fund; \$43k to Fire Truck Account.

**2013 Expenditures** - based on preliminary information provided by the Data Trac Purchase Order and TRIO modules, approximate figures show \$30,000 balance until June 30<sup>th</sup> due to increased ambulance billing fees, medical supplies and legal fees, which were all over budget. Out of this balance, \$27,000 is allocated, leaving an approximate \$3,000 balance for the budget year. Only utilities will be paid at this point—all other purchases, unless emergency, are on hold until new budget year.

**Account Reconciliation** – for ease of tracking budget data, it is likely that all future purchase orders will be switched to the TRIO module.

**Banquet** – From recommendations by Fire Chief Rod Hooper, the FCC chose the nomination of FF2 Christopher Ray for receipt of the Chief Coyle Meserve Outstanding Service Award, which will be presented at the Awards Banquet on Saturday, April 20<sup>th</sup>. The FCC felt that Christopher's extra effort with teamwork and leadership, a high response to calls, and achievements in training, made him an ideal candidate for this honor.

**Collections** – 7 people, with a total of \$2,983.18, have received 5 outstanding invoices. These invoices will be sent to the Thomas Agency for collection. Exception: charges of \$91.42 will be dismissed for deceased Patient ID#127004.

**Grant** – The \$14,000 Stephen King Grant will be used to purchase hydraulic rams, struts and airbags, as indicated in the grant application.

**Flags** – the Goodwin Mills Fire Relief Association will be purchasing new flags and LED lighting for the flag pole prior to the Memorial Day Parade.

**Attendance Policy** – the new attendance policy at the Fire Dept. became effective April 1<sup>st</sup>. In September, counseling time between company officers and employees will offer updates on requirements and if needed, how those requirements can be met in the allotted time. Each process is carefully documented. Quarterly reports will be provided to the FCC by Fire Chief Rod Hooper.

**Fire Chief Performance Evaluation** – form template will be updated to include a comment section to clarify number score given.

**Executive Session:** 7:30 p.m. FC voted to go into Executive Session per 1MRSA 405(6) A, Personnel Matters. 8:35 p.m. voted to leave Executive Session; no votes taken; nothing to report.

**Next Regular Meeting-** Thursday, April 25, 2013, 6:30 pm at Dayton Town Hall. This will be a combined meeting/workshop/executive session.

**Meeting adjourned: 8:37 p.m.**

**Submitted, as recorded, this date of April 11, 2013, by FC Clerk, Ann Paquette**