

**LYMAN-DAYTON FIRE COMMISSION (FC)**  
**Minutes of Meeting – September 26, 2013**

**Location:** Goodwin's Mills Fire Station – called to order at 6:35 p.m.

**Present** – Fire Commissioners: Amos Gay, Jim Roberts, Wendell Smith, Jim Sotir; Fire Chief Rod Hooper; Ann Paquette, Clerk

**Absent** – Angela Cushman; Fire Commissioners Don Hernon, Ray Demers

**Handouts**

- Draft Minutes of 8/22/13 FC meeting
- Treasurer's Report
- Proposed GMFR Personnel Policy Changes
- Draft LDFC Regulation 1104 (rev 9/13) – Complaint/Compliment Reporting and Investigation Procedures
- Draft own Warrant Articles: Ambulance Billing Services, Use of Fire Truck Account Funds
- Draft Protocol for Disposition of Excess Fire Department Equipment
- 16 Firefighter Life Safety Initiatives

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

- **Approved**
  - Minutes of 08-22-13 FC meeting with amended changes; to be posted on Lyman/Dayton Town websites.
  - Treasurer's Report
  - LDFC Regulation 1104 – Complaint/Compliment Reporting and Investigation Procedures
  - Protocol for Disposition of Excess Fire Department Equipment with amended changes
  - Adoption of 16 Firefighter Life Safety Initiatives
  - Grant applications to Fireman's Fund Insurance Company and State Farm for smoke detectors
  - Grant applications to private foundations (due October 1<sup>st</sup>) for assistance with Capital Improvement Program

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

- **FC Wendell Smith** to request presence of Boards of Selectmen to 10/17 FC meeting to discuss FEMA's Assistance to Fireman's Grant towards potential purchase of \$350,0000 tanker pumper. Also, he will schedule additional meeting on 11/14 meeting with Boards of Selectmen and both Budget Committees to formulate and discuss budget ideas. Both meetings to be held at Goodwin's Mills Fire Department at 6:30 p.m.
- **Fire Chief** to prepare information for presentation to j/t budget committees and Boards of Selectmen on FEMA's Assistance to FF Grant towards purchase of tanker pumper.

- **Fire Chief** to continue working with Don Herson on additional information needed on fee schedule ambulance and emergency medical services (flat rate vs. itemized billing)
- **FC** to finalize draft warrants on Ambulance Billing Services and use of Fire Truck Account funds after meeting with joint Budget Committees and Town
- **FC** Amos Gay to email bullet points of his proposed suggestions to FC members on the GMFR Personnel Policy: use of vacation days and PTO
- **Fire Chief** to incorporate approved changes on Protocol for Disposition of Excess Equipment
- **Fire Chief** to draft Acceptable Use Policy for Fire Department regarding internet/social media. Draft will be reviewed by the MMA and discussed at next FC meeting.
- **Fire Chief** to distribute to FC members prior to joint budget committee meeting information on other lease options for consideration
- **FC** Jim Roberts and Don Herson to provide spreadsheet of fire department comparisons at next FC meeting
- **Fire Chief** continues to research compatibility of fees from Traffic Control
- **Fire Chief** to request proposal from Electricity Maine for commercial electrical coverage
- **Fire Chief** to pursue grant applications due by 10/1: Fireman's Fund Insurance Company, State Farm, and selected grants from private foundations

**Treasurer's Report** – \$303.44 overdraft (Training/Education) will be covered by outstanding tuition payments; \$265.50 shortage (Prof. Fees/Subscriptions) to be addressed by Fire Chief relating to shared professional subscriptions with other towns.

**Joint Selectmen/Budget Committees** – Wendell Smith will arrange for committees to join the October 17<sup>th</sup> FC meeting around 7 pm to formulate budget ideas and exchange information on proposed warrants.

**GMFR Policy Changes** – FC Amos Gay will continue working with Fire Chief on suggestions to streamline and clarify the 5 years of service categories, specifically use of vacation days, medical disability, and a paid-time off concept. All FC members will receive email on proposal.

**Complaint/Compliment Procedures** – Fire Chief had final copy of Draft LDFC Regulation 1104, reviewed by Attorney Ordway. FC approved unanimously to accept and sign.

**Subcommittee for Development of Capital Equipment Plan** – given broad scope of the goals for this subcommittee, further discussion needed on lease purchase options and development of the vehicle, equipment and real estate portions of this plan.

**Lease Options** – Fire Chief has researched other lease options for equipment. Brochures and other general information will be sent to all FC members and both Boards of Selectmen for review prior to joint meeting on October 17.

**Excess Fire Dept. Equipment** – with amended changes, the Protocol for Disposition of Excess Fire Department Equipment was accepted. Equipment would include but not be limited to file cabinets, desks and old fire equipment gear. Fire Chief would make list of items, the FC would approve the list, and then the approved list would be forwarded to each Board of Selectmen. Per the Interlocal Agreement, Towns will have first refusal on all equipment, with a 14-day reply deadline. After such time, Fire Department will proceed as directed in the document.

**Firefighter Life Safety Initiatives** – the 16 initiatives were reviewed and adopted by the FC. All firefighters will be informed of the FC's involvement and support of the initiatives to include culture, safety, leadership, and behavioral help in the fire service. Such initiatives will be a useful tool in the development of future policies related to firefighter safety as well as helping to set a higher level of professionalism.

**Human Rights Commission** – Fire Chief has addressed all 15 items requested by Human Rights Commission regarding pending claim of deceased GMFR member. Town officials are in receipt of copies of this packet.

**Bad Debt** – Reviewed status of \$20,000 bad debt with collection agency: 1 account has paid in full; 1 account written off due to charitable assistance from hospital; 1 account reported to credit bureau; others accounts are still in the long process of collection.

**Allocation of Income (Traffic Control)** – Fire Chief continuing to research fees with other towns. Further update at next FC meeting.

**Fire Prevention Week** – Sunday, 10/6, American Red Cross Blood Drive. George Davis' name will also be unveiled on the Memorial Plaque.

**Revised Fee Schedule** – although Dayton accepted/signed revised fee schedule for Ambulance and EMS revenue; Lyman rejected proposal pending further information including number of claims rejected due to itemization, BLS/ALS non-emergency charges, potential for excessive increases, and data comparison to other fire departments.

**Grants** – with approval from FC, Fire Chief will pursue grants from the Fireman's Fund Insurance Company and State Farm insurance for smoke detector program. Detectors would include mix of battery-operated only and hard-wire with battery back-up. Smoke detectors to be distributed to low-income households (via referrals from churches, general assistance) and those homes found without detectors during an emergency call. Private foundation grants will be sourced for funding of 2 Life Pak Cardiac Monitors in ambulance and ultimately, newer automatic defibrulators. All above grant applications are due by October 1<sup>st</sup>.

**Maine Forestry Grant** – applied for each year for funding of personal protective equipment, further details on this grant application (due Nov. 1<sup>st</sup>) will be discussed at next FC meeting.

**FEMA Grant** – Assistance to Firefighters Grant, available through FEMA, may be a viable option for majority of funding a \$350,000 tanker truck. Most fire departments don't apply for this type of vehicle and as Lyman and Dayton don't have fire hydrants and have never owned a tanker, this grant is a strong candidate for funding. Given that some money will have to be put up for this grant, this issue will be discussed at the 10/17 FC meeting with the Boards of Selectmen.

**Pending FEMA Grant** – the previous grant applied for is now in process. FEMA computer lost GMFD applications and they had to be resubmitted.

**Fire Station HVAC** – Boiler now functioning properly. Eastern Mechanical did upgrade to include automated daily clock tests to ensure all thermostats are on the same date/time. Remote monitoring will also help avoid future malfunctions. The 10 ½ HP motor was replaced with a 7 ½ HP motor as an energy-saving measure. Eastern Mechanical can repair HVAC, but Trane will have to handle repairs on the "brain" of HVAC's computer.

**Solar Energy** – Revision Energy continues to working on a proposal for the Fire Dept.

**Repeater** – installed with antennae on an 80 ft. tower on Mt. Ossipee. It is tuned and operating. Radio frequency will be changed by Nov. 1<sup>st</sup> for all truck and portable radios. Southern Maine Communication will be notified by Oct. 1<sup>st</sup> to cease the lease on Ft. Ridge, saving Fire Dept. \$3,300 annually.

**Air Lines** – water is leaking into the air lines in the bays. Replacement of 8 filters is \$40 each. Air line dryer, donated by NAPA, recently mounted on wall to dry up moisture. It will be run below the ceiling in heated part of building. Entire project should be completed mid-October.

**Fuel** – low octane leaded gas for portable equipment (vent fans, chainsaws, small engines) costs \$60 per gallon (5-gallon cans). Switch was made to aviation fuel for \$6 per gallon. Three 5-gallon cans used yearly (some with mixed formula). Legally, fire department can store up to 50 gallons.

**High Honors** – Fire Chief Rod Hooper proudly accepted a promotion to Chief Warrant Office 5, a highly prestigious advancement only given to 1 other person in the United States this year! It is a privilege to not only have him serving our country, but serving the emergency needs of our local towns.

**Next Regular Meeting-** Thursday, October 17, 2013, 6:30 pm at Goodwin's Mills Fire Station.

Meeting adjourned: 9:05 p.m.

**Submitted, as recorded, this date of September 26, 2013, by FC Clerk, Ann Paquette.**