

**LYMAN-DAYTON FIRE COMMISSION (FC)**  
**Minutes of Meeting – October 17, 2013**

**Location:** Goodwin's Mills Fire Station – called to order at 6:33 p.m.

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

**Guests** – GMFD: Thom Hooper, Dan Roy; Lyman Selectmen: Vicki Gavel, Steve Marble. Dayton Selectmen: Gerry Taylor. Dayton Budget Committee: Dan Gay, Nancy Harriman. Running for Lyman Selectman: John Houy.

**Handouts**

- Meeting Agenda dated 10/17/13
- Draft Minutes of 9/26/13 and 10/08/13 meetings

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

- **Approved**
  - Approved as amended: 9/26/13 and 10/08 minutes; to be posted on Lyman/Dayton Town websites.
  - Application process to FEMA Assistance Grant for pumper tanker purchase
  - Application process to Forestry Grant for fire equipment
  - Fee Schedule for Ambulance/Emergency Medical Svcs. - tabled until Feb.2014
  - Internet Use Policy to be forwarded to Attorney Ordway for review
  - Fire Chief approved to personally pursue resolution of alarm lockout code
  - FC Chairman to write letter to Fire Chief counseling him on his communication skills when interacting with employees

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

- **FC Secretary** will amend 9/26/13 and 10/08/13 minutes as agreed prior to submitting to town website
- **FC Secretary** to clarify language prior to election on proposed warrant articles relating to excess ambulance revenue, ambulance billing, and use of fire truck fund
- **FC Jim Roberts** will forward draft of Internet Use Policy to town attorney for legal review
- **Fire Chief** to contact Howard Systems about payment conflict on alarm lockout code
- **Fire Chief** to arrange for Chris Champagne to discuss lease purchase options at 11/17/13 meeting
- **FC Treasurer** will separate medical call revenue from haz-mat revenue on FC budget
- **FC Chairman** to write a letter to the Fire Chief, as noted above

**Discussion:**

**Treasurer's Report** – Audit completed. Ron Smith, accountant, to provide findings by mid-November. Also, Treasurer's salary submitted to towns (done quarterly): 72.25 hours. Dayton portion: \$636.36; Lyman portion: 1,035.54. FC Treasurer duties will continue to be performed at Dayton town office.

**Internet Use Policy** – MMA recommended legal review of this proposed document to ensure proper language used in Social Media section. FC Jim Roberts will follow through with Attorney Ordway on this issue.

**Grants** – Fire Station grant with FEMA delayed again due to recent government closure. Ben Harris continues to pursue Libra and Alford Foundations for grants to cover portable cardiac monitors (\$1200). Proceeding with Forestry Grant (for fire equipment) and FEMA Assistance Grant (for pumper tanker).

**Electricity** – Potential commercial electricity coverage through Electricity Maine as well as update on revision of solar energy proposal remains pending.

**Warrant Articles** – After discussion with Selectmen from both towns, FC Secretary Don Hernon will re-write warrant articles for better clarification. Separate warrant articles will be done each fiscal year. Warrant articles refer to: Excess Ambulance Service Revenue, Ambulance Billing Services, Use of Fire Truck Account Fund.

**Station Alarm** – as part of annual requirement, Maine State Security attempted to test fire alarm at GMFD. They were unable to complete this task due to a "lock-out" code not being released by sub-contractor, Howard Systems. The contractor, Life Safety Fire Protection, has not paid Howard Systems for services previously provided on alarm system. Therefore, the GMFD alarm system is not compliant. Fire Chief Hooper will contact Howard Systems to release this code within 5-7 days or issue will be pursued legally. Any letters sent will be copied to the Fire Commission.

**Vehicle Replacement** - in an effort to gather more information about timeline and finance options, vendor Chris Champagne will make a brief presentation on lease options at next FC meeting (11/14/13). Selectmen and Budget Committee members from both towns have indicated their planned attendance to this meeting.

**Open House** – this public event at the fire station was widely attended. One student each from Lyman and Dayton won the privilege of a fire truck ride to their respective schools. Given success of this event, it is possible that a fire truck ride will be used as a classroom incentive for future projects.

**Excess Fire Equipment** – the trial protocol for Disposal of Excess Fire Department Equipment was sent to the Selectmen of both towns on 10/7/13. This issue will be discussed at next Selectmen meeting: Monday, 10/21/13.

**Possible Estate Claim from Deceased GMFR Member** - this issue now in the hands of the Selectmen.

**Executive Session** – 8:23 p.m. FC voted to go into Executive Session per 1MRSA 405(6) A, Personnel Matters. 8:55 p.m. Voted to leave Executive Session; no votes taken; nothing to report.

**Fire Chief Counseling Letter** – After discussion, FC voted to direct the FC Chairman to write a letter to the Fire Chief counseling him on his communication skills when interacting with employees.

**Review of LDFC Regulation 1104** – FC members will participate with the Fire Chief and GMFR employees in a discussion of the recently approved Regulation 1104, Complaint/Compliment Reporting & Investigation Procedures, at the Fire Chief’s Call meeting on October 29, 2013.

**Next Regular Meeting-** Thursday, November 14, 2013, 6:30 pm at Goodwin’s Mills Fire Station.

Meeting adjourned: 9:54 p.m.

**Submitted, as recorded, this date of October 17, 2013, by FC Clerk Ann Paquette.**