

## **Lyman-Dayton Fire Commission (FC) Minutes of Meeting – October 11, 2012**

Meeting held at Goodwin's Mills Fire Station was called to order at 6:36 pm.

**Present** – Fire Commissioners: Jim Roberts, Wendell Smith, Jim Sotir, Don Herson; Dayton/Fire Department Treasurer Angela Cushman; Fire Chief Rod Hooper; Lyman Selectman Leo Ruel; Dayton Selectmen: Ted Poirier, Scott Littlefield.

**Absent** – Fire Commissioners: Amos Gay, Ray Demers.

### **Handouts**

- Draft Minutes of 9-27-12 FC meeting
- Proposed changes to the Interlocal Agreement
- Draft changes to Appendix 1, Point Awards to Candidates, to Regulation 1101, Employee Hiring Process.
- Draft Mutual Aid Memorandums of Understanding for Mutual Aid Assistance, generic and Incident Command Clause.

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

- **Approved**
  - Minutes of 9-27-12 FC meeting. FC meeting minutes will be posted on the Lyman/Dayton Town websites.
  - Draft Interlocal Agreement with proposed Second Amendment, including section 4.1(d), Capital Reserve Account (voted 3-1 to retain this section).
  - Revised Appendix 1, Point Awards to Candidates, to Regulation 1101, Employee Hiring Process.
  - Advertising for a new Municipal Firefighter/EMT.
  - Fire Chief's application for Forestry Grant.

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

- **FC Secretary** will send a copy of the Draft Interlocal Agreement with proposed Second Amendment to Mr. Ron Smith of RHR Smith and Company, CPA's, for his review and comments.
- **Fire Chief** to review and report on disposal of some fuel station components in exchange for work to be done on the updated fuel station.
- **Fire Chief** will apply for a matching Forestry Grant (approximately \$1200) for purchase of fire suppression kits that are effective in brush fires.
- **Fire Chief** will investigate to see if NIMS course CS-402 can be offered on Thursday, November 29<sup>th</sup>.
- **Fire Chief** will follow up to determine if firefighter who suffered chest pains during a training exercise is a reportable injury.

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**Review of Proposed Changes to Interlocal Agreement** – FC members, Fire Chief, and Selectmen present (Lyman Selectman Leo Ruel; Dayton Selectmen Ted Poirier, Scott Littlefield) reviewed proposed changes to the Interlocal Agreement. There was discussion concerning section 4.1 (d), Capital Reserve Account, with concern noted regarding funding such an account. FC members voted (3 in favor; 1 opposed) to retain this section in the proposed changes to the Interlocal Agreement. FC members agreed that the FC Secretary should send the Interlocal Agreement with proposed changes to Mr. Ron Smith of RHR Smith and Company, CPA's, the Fire Department auditor, for his review and comments before sending the agreement to the Lyman and Dayton Boards of Selectmen for their review, amendment if desired, and approval.

**Financial Update** – No information is available at this time regarding the closing of Fire Department books at the end of FY12. Auditors from RHR Smith accounting firm will be meeting with the Fire Department Treasurer in mid-October to discuss some remaining issues. It is expected that Mr. Ron Smith will attend the next FC meeting on October 25, 2012 to provide updated financial information, and to provide comments on the Interlocal Agreement. Lyman and Dayton Selectmen are invited to this meeting.

**Hiring a Replacement EMT/Firefighter** – One of the full-time EMT/Firefighters submitted his resignation for economic reasons (obtained a better job), effective 10-12-12. The previous hiring list has expired. FC voted to approve advertising for a replacement full-time Firefighter/EMT.

**Fuel Station Renovations** – Renovations were discussed with Dayton Selectmen Ted Poirer and Scott Littlefield. There was discussion about disposal of some fuel station components in exchange for work to be done on the updated fuel station. Fire Chief will review and report.

**GMFR Workers Compensation** – Fire Chief contacted Mr. Marcus Ballou of the Maine Municipal Association to determine if GMFR can have its own Workers Compensation insurance policy, so as to not affect the Town of Lyman insurance policy. Answer is No. Fire Department must be included with the Town of Lyman, unless the Fire Department becomes a separate legal entity.

**Mutual Aid Agreements** – Fire Chief provided copies of Draft Mutual Aid Memorandums of Understanding for Mutual Aid Assistance, both generic and with an Incident Command Clause, for further review at the next FC meeting.

**Forestry Grant** – Fire Chief requested authorization to apply for a matching Forestry Grant (approximately \$1200) to purchase fire suppression kits that are effective in brush fires. FC voted to authorize Fire Chief to apply for the grant.

**Incident Management Training** – FC members are required to attend a two hour NIMS course ICS-402, Incident Command System Summary for Executives. Fire Chief will investigate to see if this course can be offered on Thursday, November 29<sup>th</sup>.

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**Fire Station HVAC** – There have been some operational problems with the Fire Station HVAC system which is out of warranty. Fire Chief is working with Atlantic Comfort to have the vendor (Trane) provide training on the system and resolve the issues.

**Worker's Compensation Form** – Form ERN 14 has been resubmitted.

**Mobile Home Park Airplane Crash** – A light airplane crashed on 10-6-12 onto the Oakwood Mobile Home Park property. Fire Department assisted in the salvage operation. An invoice for \$617 has been sent to the airplane's owner to cover the cost of services provided.

**Firefighter Chest Pains** – One firefighter reported chest pains after a training exercise on 10-10-12. Individual is being evaluated to determine if the problem is work related.

**FC Administrative Support** – FC Secretary has posted the FC Clerk position on the Town websites. One application has been received thus far.

**Next Regular Meeting**- Next regular Fire Commission meeting will be on **Thursday, October 25, 2012, 6:30 pm** at Goodwin's Mills Fire Station, with the major objective of continuing reviewing the Interlocal Agreement between the Towns of Lyman and Dayton for Joint Operation and Management of Fire and Emergency Rescue Services. It is expected that Mr. Ron Smith of RHR Smith & Company, CPA's, will be present at this meeting to provide updated financial information through June 30, 2012, and to provide comments on the Interlocal Agreement. Lyman and Dayton Selectmen are invited to this meeting.

**Adjourned** - Meeting adjourned at 8:48 pm.