

**Lyman-Dayton Fire Commission (FC)**  
**Minutes of Meeting – October 13, 2011**

Meeting held at Dayton Town Hall was called to order at 6:33 pm.

**Present** – Fire Commissioners: Jim Roberts, Chris L’Heureux, Wendell Smith, Normand Melancon, Don Herson; Goodwin’s Mill Fire Rescue (GMFR) representatives: President Normand Bilodeau , Chief H. Rodney Carpenter, Deputy Chief Karen Wheeler, Captain Ben Harris (part time); Firefighter-EMT Tom Hooper.

**Absent** - Fire Commissioner Ray Demers.

**Handouts-**

1. Draft Minutes of 9-8-11 FC meeting
2. FC Secretary email of 10-4-11 which lists updated status on action items from the 9-8-11 FC meeting.
3. Dayton Town Attorney email dated 10-13-11, with comments on the Municipal Fire Department Personnel Policy and the Draft Purchase and Sale Agreement.

**Minutes** - FC members voted to approve minutes of September 8, 2011 FC meeting. FC meeting minutes will be posted on the Lyman/Dayton Town websites.

**Municipal Fire Chief Interviews** – The FC will proceed with interviews of the Municipal Fire Chief Candidates who passed the FC Physical Agility Test (PAT), after the legal agreement between the GMFR Corporation and the Towns of Lyman and Dayton is signed, and the Municipal Fire Department Personnel Policies are approved. One Municipal Fire Chief Candidate has withdrawn from consideration, leaving four Candidates who passed the PAT eligible for FC interviews.

**Municipal Fire Chief Applications** – Fire Commissioner **Jim Roberts** has custody of the Fire Chief Candidate applications in a locked cabinet in the Dayton Town Hall.

**Insurance Quotes** –GMFR Deputy Chief **Karen Wheeler** provided changes to the GMFR EMS –Rescue (Only) data provided by Mr. **Marcus Ballou** of Maine Municipal Association Insurance at the FC meeting of 9-8-11 as part of the revised MMA insurance quote for the Town of Lyman Fire Department. At that meeting it was determined that **GMFR** needs to update the replacement cost of Fire Department vehicles marked as “Y” on the Vehicle Listing and to verify that all mobile equipment is listed on the Mobile Equipment listing. The information provided by Deputy Chief Wheeler was sent to Mr. Ballou and Ms. Caston of MMA Insurance.

GMFR Chief **H. Rodney Carpenter** requested a copy of the information that was previously presented by Mr. Ballou. Chief Carpenter was given the requested information.

GMFR representatives stated that the GMFR Corporation insurance policy has been extended through 12-10-11.

**Municipal Fire Department Personnel Policy** – Fire Commissioner **Jim Roberts** sent out a Final 09-14-11 Fire-Rescue Personnel Policy on 9-19-11 for review by all concerned parties (Fire Commissioners, Lyman

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and Dayton Selectmen, GMFR representatives). Subsequently, at the suggestion of the Dayton Town Attorney, the following was changed:

Add to Article I – General Provisions, 1.1 Preamble:

“Initially, these fire-rescue personnel will be employees of the Town of Lyman for the purposes of payroll and related functions, but personnel decisions will be made by the Fire Commission, the Fire Chief hired by the Selectmen of the Towns, and, in certain instances, the Selectmen of the Towns. Accordingly, this Personnel Policy represents the joint statement of policy by the towns and except where the context clearly indicates otherwise, all references to Town shall mean and refer to the Town of Lyman and the Town of Dayton.”

Change Section 1.4., Revision, to refer to “Boards of Selectmen” to reflect the above change.

It is expected that the Final Fire-Rescue Personnel Policy (revised as shown above) will be approved and signed by both Lyman and Dayton Selectmen.

**Proposed Amendment to Interlocal Agreement** - The proposed amendment to the Interlocal Agreement, which provides a transition plan for GMFR employees to become Town of Lyman Municipal Fire Department employees, was discussed. Proposed changes to Section C, Employee transition procedure, paragraphs 3 and 4, will be reviewed by the Dayton Town Attorney and then sent to the Lyman and Dayton Selectmen for review.

**Transfer of GMFR Functions and Assets to the Towns of Lyman and Dayton** –The Draft Purchase and Sale Agreement was reviewed with respect to comments provided by the Dayton Town Attorney in an email dated 10-12-11. FC Chairman Jim Roberts will send the email marked up with FC comments to the Lyman and Dayton Selectmen for review.

**GMFR Regulations** – The FC did not discuss the GMFR Regulations for initial use by a Municipal Fire Department.

**Next Meeting** –The FC will meet after comments are received from Lyman and Dayton Selectmen on documents as noted above.

**Adjourned** - Meeting adjourned at 8:10 pm.