

**LYMAN-DAYTON FIRE COMMISSION (FC)**  
**Minutes of Meeting – 11/15/12**

**Location:** Goodwin's Mills Fire Station – called to order at 6:31 p.m.

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

**Handouts**

- Draft Minutes of 10-25-12 FC meeting
- Proposed changes to the Interlocal Agreement
- Comment sheet on Interlocal Agreement by Amos Gay
- FEMA's definition of Incident Commander
- Fire Chief Performance Measurement Forms (with and without goals)
- Treasurer's Report
- Synopsis of Duties by Jim Roberts: Fire Chief, Fire Commission, FC Clerk, Treasurer

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

- **Approved**
  - Minutes of 10-25-12 FC meeting, as amended; to be posted on Lyman/Dayton Town websites.
  - Amend second amendment to Interlocal Agreement with agreed upon changes.
  - Mutual Aid Agreements.
  - Town letters on disposal of excess property (old fuel tank/pump and metal desk).
  - Financial procedures: retain current guidelines for bids on purchases over \$10k, and 3-quote process to FC for purchases between \$5k-\$9,999.
  - Treasurer's Report (July-Oct., 2012) reflects we are within budget.
  - Fire Chief Performance Measurement Form (without goals).
  - \$5,635 to upgrade Holmatro Rescue Tool (Jaws of Life) via Indus Protection Svcs.

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

- **FC Secretary** will send amended draft of Interlocal Agreement to Jim Roberts for forwarding to Dayton lawyer for review.
- **FC Secretary** to send letter for Jim Roberts' signature on disposal of excess property; 30-day reply time, per Interlocal Agreement.
- **Fire Chief** continues to contact various administrative personnel regarding user and password access to Quicken for January and February W-4 information.
- **Fire Chief** to schedule consultation with Safety Works (BLS) for January for review of safety programs and procedures.

- **Fire Chief** to continue organizing Fire Truck Committee (with Don Hernon as FC Liaison and various firefighters) for purchase of new Rescue-Pumper. This includes 5-year Assessment/Replacement Plan for review by FC prior to February, 2013 Budget Committee meeting.
- **FC** to conduct yearly Fire Chief performance review on Thursday, 12/6 at 6:30 pm. Fire Chief will make presentation at start of meeting, then depart. FC to complete individual performance reviews on Fire Chief; subsequent discussion to collate reviews into one final document. Note: 6-month probationary review (due July, 2012) not completed.
- **Fire Chief** to forward correspondence to Angela Cushman regarding pending issue of past due Town of Lyman contributions (from July, 2012) to his retirement account.
- **Fire Chief** will move forward with purchase (upgrade) of Holmatro Rescue Tool (Jaws of Life) for \$5,635 (budgeted under Technical Rescue). Cost includes service and annual maintenance by local dealer, Indus Protection Services (IPS).
- **FC** to request reimbursement from Selectmen for legal fees, permit fee, paving and fueling station costs after Selectmen approve the Interlocal Agreement and the audit is completed.

**Review of Proposed Changes to Interlocal Agreement** – FC members, Fire Chief, and Deputy Fire Chief Chad Johnston, reviewed proposed changes to Interlocal Agreement, as follows: record of all Amendments grouped at end of document; revised Section 3.1 -Administration Fire Commission as suggested by Amos Gay and described in Section 4.3A; changed Section 5.3 – Disposition of property: ‘allow parties’ rather than ‘allow legislative bodies’; Section 7 – Level of Service: replace ‘Incident Commander’ with ‘Fire Chief or designee’. FC Secretary to send Interlocal Agreement with said changes to Jim Roberts for review by Dayton Attorney David Ordway prior to final review at next FC meeting.

**FC Administrative Support** –Ann Paquette began her role as FC Clerk at the 11/15/12 meeting. A brief description of her role was previously provided by Don Hernon.

**Hiring Replacement EMT/Firefighter** – Interviews for candidates will take place at the station on 11/19 and 11/26 from 6-9 pm. Final list of qualified candidates will be created at FC meeting on 11/29, 6:30 pm.

**Rescue 5** – Damaged mirror repaired; insurance claim filed, \$500 deductible. Memo was provided by Fire Chief.

**Ladder Inspection** – as submitted by Fire Chief, various issues need addressing, some that will require truck to be repaired by Greenwood in Brunswick. Also, pending rung repair, 1 ground ladder is out of service.

**Pumper Inspection** – as reported by Fire Chief, Engine 3 and Ladder 2 pumps have been downgraded. Both remain as Class A pumps.

**Fire Station HVAC** – Trane Co. provided training on the use of the HVAC systems. With the system balanced throughout the station, it is presumed this will lessen the demand charge.

**ISO** – Dayton now reflected under GMFR. With updated community and department information submitted to ISO for review, and a water flow test slated for spring, reductions in rating may be reduced, per Fire Chief discussion with local ISO representative.

**Grants** – Per Fire Chief report, MMA Safety Grant approved; HCN detector on order. VFA Grant application submitted.

**GMFR Workers Compensation** – discussion on expected concerns by the Budget Committee regarding appropriate designation of premiums within the budget for this coverage.

**Mutual Aid Agreements** – will be signed by Jim Roberts and distributed accordingly.

**Incident Management Training** – FC members will attend a mandatory 2-hour NIMS course (ICS-402, Incident Command System Summary for Executives) offered at the station by the York County EMA at 7 pm on 11/29.

**Fire Dept. Performance** (not in conjunction with Fire Chief review): discussed creating short but standardized form for employees to complete on annual basis for review of fire department performance; to be used as tool for evaluating the operations of the department as a whole.

**Next Regular Meeting-** Thursday, December 13, 2012, 6:30 pm at Goodwin's Mills Fire Station.

Executive Session - 9:35 pm: FC voted to enter Executive Session, per 1MSRA 405(6) (A), personnel matters. 10:05 pm: FC voted to adjourn Executive Session. No votes or actions taken.

**Adjourned** - Meeting adjourned at 10:05 pm.

**Submitted, as recorded, this date of November 15, 2012, by FC Clerk, Ann Paquette.**