

Lyman-Dayton Fire Commission (FC) Minutes of Meeting – November 29, 2012

Meeting held at Goodwin's Mills Fire Station was called to order at 6:35 pm.

Present – Fire Commissioners: Jim Roberts, Wendell Smith, Jim Sotir, Amos Gay, Don Hennon; Fire Chief Rod Hooper; Dayton Selectmen: Ted Poirier, Scott Littlefield.

Absent – Fire Commissioner Ray Demers

Handouts

- Draft Minutes of 11-15-12 FC meeting
- Fire Commission Interview Panel Memorandum dated 11-26-12; Hiring List and Recommendations Fall 2012

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

- **Approved**
 - Minutes of 11-15-12 FC meeting. FC meeting minutes will be posted on the Lyman/Dayton Town websites.
 - Hiring List, with specified conditions of employment
 - Offer Boards of Selectmen the opportunity to provide written comments concerning the Fire Chief's 2012 personnel performance

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

- **FC Secretary** will notify the Boards of Selectmen when a full-time firefighter from the hiring list has accepted the position and has been certified as physically qualified
- **FC Secretary** will send a letter to the Boards of Selectmen offering them the opportunity to provide any written comments concerning the Fire Chief's 2012 personnel performance
- **FC Chairman** will have a \$20 replacement check issued

Hiring List – Fire Chief and FC conducted a hiring process for a full-time firefighter vacancy following Regulation 1101, Employee Hiring Process. Ten candidates initially applied; 2 applications were incomplete; 1 candidate withdrew; 1 candidate did not pass the Physical Agility Test; 2 candidates did not pass the first interview; 4 candidates received a second interview by the Fire Chief and two FC members. After discussion, the FC **voted** to accept the hiring list with the names of four candidates in ranked order, and as a condition of employment, new employees will be required to obtain an Advanced Emergency Medical Technician's (AEMT) License within one year from date of hire (failure to meet this requirement may result in termination). The tuition cost of the AEMT course will be reimbursed if the employee remains as full-time employed by the Department for one year following the date of licensure. After the hiring of the highest ranked candidate, the list of remaining candidates will be held on file until December 1, 2013. The FC Secretary will notify the Boards of Selectmen when a full-time firefighter from the hiring list has accepted the position and has been certified as physically qualified.

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Fire Chief Personnel Evaluation – As noted in the minutes of the 11-15-12 FC Meeting, FC will conduct the annual Fire Chief’s performance review on 12-6-12. After discussion, FC **voted** to have the FC Secretary send a letter to the Boards of selectmen offering them the opportunity to provide signed, written comments concerning the Fire Chief’s 2012 personnel performance for consideration by the FC.

Replacement Check – FC authorized the FC Chairman to have a replacement check in the amount of \$20 issued for a check lost by the previous Fire Department Treasurer.

Fire Chief’s Performance Review – **Thursday, December 6, 2012, 6:30 pm** at the Dayton Town Hall.

Next Regular Meeting- Next regular Fire Commission meeting will be on **Thursday, December 13, 2012, 6:30 pm** at Goodwin’s Mills Fire Station.

Adjourned - Meeting adjourned at 6:37 pm.

Submitted, as recorded, this date of November 29, 2012, by FC Secretary Don Hernon.