

**Lyman-Dayton Fire Commission (FC)
Minutes of Meeting – November 3, 2011**

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

Present – Fire Commissioners: Jim Roberts, Ray Demers, Chris L’Heureux, Wendell Smith, Don Herson; Goodwin’s Mills Fire Rescue (GMFR) representative President Normand Bilodeau; Lyman Selectmen Leo Ruel.

Absent – Fire Commissioner Normand Melancon.

Handouts-

1. Draft Minutes of 10-27-11 FC meeting
2. Draft Municipal Fire Chief Interview Process
3. Interview handout received from retired Sanford Fire Chief Ray Parent on 3-29-11
4. Draft Municipal Fire Chief Interview Rating Form, revised 11-3-11
5. Draft Information for Municipal Fire Chief Candidates, revised 11-3-11

Minutes - FC members voted to approve minutes of October 27, 2011 FC meeting. FC meeting minutes will be posted on the Lyman/Dayton Town websites.

Municipal Fire Department Documents – The Lyman and Dayton Selectmen have approved the following documents:

- Fire-Rescue Department Personnel Policy
- Purchase and Sale(P&S) Agreement to Transfer GMFR Assets to the Towns of Lyman and Dayton
- First Amendment to Interlocal Agreement between the Towns of Lyman and Dayton

GMFR members voted on 11-1-11 to accept the Purchase and Sale Agreement. Actions needed:

- GMFR needs to provide information to complete the P&S Agreement (contained in Sections 2.1 and 3.6; Exhibits D, E and G).
- FC Secretary **Don Herson** will send an email to GMFR President **Normand Bilodeau** to restate the GMFR information needed. Mr. Bilodeau will expedite obtaining the GMFR information.
- FC Chairman **Jim Roberts** will check with the Dayton Town Attorney to see if the P&S Agreement may be signed without the GMFR Corporation renaming being completed.

It is anticipated that the three Municipal Fire Department documents will be signed by the Lyman and Dayton Selectmen and GMFR Officers (P&S Agreement only) on November 17, 2011.

Municipal Fire Chief Interviews – The FC previously decided to 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 One Municipal Fire Chief Candidate has withdrawn from consideration, leaving four Candidates who passed the PAT eligible for FC interviews.

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Based on progress to finalize the Municipal Fire Department documents, the FC will conduct the interviews of the four Municipal Fire Chief Candidates on Friday, November 18, 2011 at the Dayton town Hall. Ninety minutes will be allotted for each interview, with the order of the interviews chosen randomly by FC Secretary **Don Hernon**. All four candidates have stated that they are available for the interview.

Fire Commissioner **Ray Demers** contacted retired Sanford Fire Chief **Ray Parent** to see if he is available to participate in the interviews as a non-voting member, to provide additional fire service expertise. Chief Parent is not available to participate in the interviews.

The Fire Commissioners discussed the following documents in preparation for the Municipal Fire Chief interviews:

- Draft Municipal Fire Chief Interview Process – documents the schedule, summary of process, interview rules, and information to be provided to Municipal Fire Chief candidates
- Interview handout received from retired Sanford Fire Chief Ray Parent – provides suggestions on the interview process and sample interview questions
- Draft Municipal Fire Chief Interview Rating Form – may be used by interviewers to rate candidate attributes
- Draft Information for Municipal Fire Chief Candidates – provides Fire Commission expectations and information
- Fire Commission members will provide their questions to the FC Secretary by 11-7-11.

Nomination of a Candidate as Municipal Fire Chief – Based on the candidate resumes and interviews, the Fire Commission may vote to either:

1. Nominate a candidate to the Lyman and Dayton Boards of Selection for appointment as Municipal Fire Chief; or
2. Determine that none of the four candidates is recommended for appointment as Municipal Fire Chief.

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 –As noted in the 10-13-27 FC meeting, information is needed from GMFR 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. Requested information has not yet been received from GMFR.

Fire Commission Action List –Per the request of Fire Commissioner **Chris L’Heureux**, FC Secretary **Don Hernon** will reinstitute the Fire Commission Action List to better track incomplete items.

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Transfer of Accounting Functions from GMFR to Town of Lyman – FC Secretary **Don Herson** will check with Lyman Treasurer **Carol Sanborn** and list incomplete actions on the Fire Commission Action List.

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

Next Meeting –The FC will meet on Thursday, November 17, 2011, 6:30 pm at the Dayton Town Hall.

Adjourned - Meeting adjourned at 8:25 pm.