

**Lyman-Dayton Fire Commission (FC)**  
**Minutes of Meeting – November 30, 2011**

Meeting held at Dayton Town Hall was called to order at 6:36 pm.

**Present** – Fire Commissioners: Jim Roberts, Ray Demers, Chris L’Heureux, Normand Melancon, Don Hernon; Goodwin’s Mills Fire Rescue (GMFR) representatives President Normand Bilodeau, CEO H. Rodney Carpenter, Secretary Nicole Steiner, Chairman of the Board of Trustees James Johnston, Captain Rob Lang; Lyman Treasurer Carol Sanborn; Dayton Selectmen Ted Poirer, Mike Polakewich, Scott Littlefield; Lyman Selectmen Leo Ruel, Steve Marble.

**Absent**-Fire Commissioner Wendell Smith.

**Handouts-**

1. Draft Minutes of 11-17-11 FC meeting
2. GMFR Meeting Minutes of 11-22-11
3. FC Action List as of 11-30-11

**Minutes** – FC members voted to approve minutes of November 17, 2011 FC meeting. FC meeting minutes will be posted on the Lyman/Dayton Town websites.

**Signing of Municipal Fire Department Documents** – Five copies of the following documents were signed:

- Fire-Rescue Department Personnel Policy; signed by Lyman and Dayton Boards of Selectmen.
- First Amendment to Interlocal Agreement between the Towns of Lyman and Dayton; signed by Lyman and Dayton Boards of Selectmen.
- Purchase and Sale (P&S) Agreement to Transfer GMFR Assets to the Towns of Lyman and Dayton; signed by Lyman and Dayton Boards of Selectmen, and GMFR representatives.

**Renaming of GMFR Corporation** - Article 3.1 of the P&S Agreement requires that the Fire Commission approve the renamed GMFR Corporation, which will hold GMFR’s charitable financial assets, and hold GMFR real property on a temporary basis. FC members voted to approve the name “Goodwin’s Mills Firefighters Relief Association” as proposed by GMFR representatives.

**Municipal Fire Chief Interviews** – The Fire Commissioners conducted Municipal Fire Chief Interviews on Friday, November 18, 2011 at the Dayton Town Hall. FC members have not voted on recommending a Municipal Fire Chief Candidate to the Lyman and Dayton Boards of Selectmen, pending completion of background checks and medical examinations.

It was noted that coordination is needed to have the appointment date of a Municipal Fire Chief coincide with the resignation date of GMFR Chief H. Rodney Carpenter. The Municipal Fire Chief should assume responsibility for GMFR fire-rescue operations on the Real Property Closing Date, as defined in the P&S Agreement.

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**Insurance Quotes** –Lyman Treasurer **Carol Sanborn** will check with MMA Insurance representatives on the status of the updated Municipal Fire Department insurance quote.

**Fire Commission Action List** –The FC Action List as of 11-30-11 was reviewed.

**Transfer of Accounting Functions from GMFR to Town of Lyman** – Lyman Treasurer **Carol Sanborn** discussed Municipal Fire Department financial and accounting issues with the FC, with the following comments:

- It was noted that GMFR members should transfer to the Town of Lyman as employees by 1-1-12 to avoid having two sets of form W-4 for each GMFR member for calendar year 2012.
- Applications, forms W-4 and I-9, were given to GMFR representative Rob Lang for GMFR members to submit to the Town of Lyman.
- List of vendors is needed from GMFR for use by the Municipal Fire Department.
- Lyman Treasurer needs to meet with the GMFR Treasurer (**Mary Ann Wade**) to discuss details of the transfer of financial assets.

**Executive Session** – The FC voted to go into Executive Session to discuss Municipal Fire Chief Candidates. The FC was in Executive Session from 7:22 pm until 8:28 pm.

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

**Next Meeting** –Next FC meeting will be on Thursday, December 8, 2011, 6:30 pm at the Dayton Town Hall.

**Adjourned** - Meeting adjourned at 8:31 pm.