

**Lyman-Dayton Fire Commission (FC)**  
**Minutes of Meeting – December 29, 2011**

Meeting held at Dayton Town Hall was called to order at 7:00 pm. This meeting was scheduled to start at 6:30 pm, but was delayed due to a Dayton Board of Selectmen meeting that took place in the same meeting room.

**Present** – Fire Commissioners: Jim Roberts, Chris L’Heureux, Ray Demers, Normand Melancon , Wendell Smith, Don Hernon; Municipal Fire Chief Rod Hooper; Goodwin’s Mills Fire Rescue (GMFR) representatives President Normand Bilodeau, acting Chief Karen Gagnon, Captain Ben Harris; Lyman Assistant Treasurer Carol Stewart; Biddeford Journal Tribune reporter Liz Gotthelf.

**Handouts-**

1. Draft Minutes of 12-15-11 FC meeting
2. Fire Commission Letter of 12-19-11 to Lyman and Dayton Boards of Selectmen; Subject Appointment of Municipal Fire Chief
3. GMFR Acting Chief Karen Gagnon email of 12-20-11; Subject Goodwin’s Mills Update
4. Copy of GMFR Bylaws, Article Six (Amendment 15), Duties of the Fire Chief

**Minutes** - FC members voted to approve minutes of December 15, 2011 FC meeting. FC meeting minutes will be posted on the Lyman/Dayton Town websites.

**Welcome to Municipal Fire Chief**–Fire Commission members congratulated **Mr. Roger S. (Rod) Hooper** as the appointed Municipal Fire Chief of the Lyman-Dayton Fire Department. Chief Hooper was appointed by the Lyman Selectmen on 12-27-11 and the Dayton Selectmen on 12-29-11, and will assume his duties on 1-3-12.

**Employment Agreement for Municipal Fire Chief** – It was noted that the subject of an employment agreement for the Municipal Fire Chief was discussed in detail at the Dayton Board of Selectmen’s meeting on 12-29-11, which was held just before the Fire Commission meeting, with FC members present. It was agreed at the Dayton Selectmen’s meeting that the Dayton Board of Selectmen would coordinate with the Lyman Board of Selectmen, and send a joint letter to the Fire Commission with any suggestions/requirements for a Municipal Fire Chief Employment Agreement. Upon receipt of the joint letter, the Fire Commission will work with the Fire Chief to develop a mutually acceptable Employment Agreement and then submit it to both Boards of Selectmen.

**GMFR Status** - GMFR Acting Chief **Karen Gagnon** provided status on transition activities within GMFR. Acting Chief Gagnon stated that both she and GMFR Deputy Chief **Michael Lord** will step down from their positions when the transition to a Municipal Fire Department is completed. GMFR President **Normand Bilodeau** provided status on the establishment of the GMFR Benevolent Association.

**Municipal Fire Department Action List** - Lyman Assistant Treasurer **Carol Stewart**, GMFR President **Normand Bilodeau**, and Fire Chief **Rod Hooper** provided status on the Action List that contains 17 Municipal functions and 7 Fire Department items. Information included:

**Lyman-Dayton Fire Commission (FC)**  
**Minutes of Meeting – December 29, 2011**

- 43 applications have been received from GMFR employees to become Town of Lyman Municipal employees
- GMFR employees numbers will be used in the TRIO accounting system for consistency
- Quick Books accounting system will be used for the Municipal Fire Department until the end of the fiscal year. Chart of Accounts is being revised to conform with recommendations from Lyman Town Auditor RHR Smith.
- Municipal Fire Department Checking Account has been established, with Lyman Treasurer, Lyman Assistant Treasurer, and the two Lyman Selectmen as signatories on the Bank Account card.
- FC members voted to request that a Town of Dayton representative be added to the Municipal Fire Department Bank Account card, to enable the representative access to financial information, as necessary. FC Secretary **Don Herson** will send a letter to the Boards of Selectmen requesting this action.
- Current GMFR Purchase Order system will continue to be used.
- **Carol Stewart** will check with the TRIO system computer representative to verify assignment of TRIO system to the Fire Department, Lyman Town Hall and Dayton Town Hall.
- Fire Chief **Hooper** will review the Maine Municipal Association insurance coverage, including property, personal vehicle liability coverage when responding to calls, and coverage for Fire Department volunteers.
- GMFR will register the Fire Department Ladder Truck through the Town of Lyman.
- A new vendor for Fire Department vehicle maintenance will be needed in June 2012.
- Fire Chief **Hooper** will request that GMFR Captain **Chad Johnston** provide a current list of GMFR professional contracts.

**Transition Priorities** – FC members requested that Fire Chief **Hooper** develop a priority list of actions needed to establish the Lyman-Dayton Municipal Fire Department.

**Fire Department Report** – FC members requested that Fire Chief **Hooper** develop a standard report of Fire Department activities for periodic review by the Fire Commission.

**GMFR Fire Station FEMA Grant** – The status of closeout of the FEMA grant for the expansion of the Fire Station was discussed. Fire Chief **Hooper** will facilitate a conference call and/or meeting with concerned parties (GMFR Corporation, Fire Commission, Boards of Selectmen, Town and GMFR Corporation attorneys, Allied Engineering, Littlefield Construction, FEMA representatives) to attempt to speed up the grant closeout process.

**Fire Department Physical Agility Test** – It was noted that the First Amendment to the Interlocal Agreement requires that applicants for full-time Fire Department employment must have passed the PAT within six months of the proposed hire date, or pass the PAT. Also, GMFR Regulation 1174 requires that full time employees must pass the PAT both pre-employment and annually. A PAT will be scheduled for April 2012.

**Lyman-Dayton Fire Commission (FC)**  
**Minutes of Meeting – December 29, 2011**

**Fire Commission Budget for Next Fiscal Year** – FC members determined that the Fire Commission should request a separate budget for the FC's expenses for FY2012-2013, rather than including the expenses in the Fire Department budget.

**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, January 12, 2012, 6:30 pm at a location to be determined.

**Adjourned** - Meeting adjourned at 8:32 pm.