

**Lyman-Dayton Fire Commission (FC)**  
**Minutes of Meeting – February 23, 2012**

Meeting held at Goodwin's Mills Fire Station was called to order at 6:30 pm.

**Present** – Fire Commissioners: Jim Roberts, Chris L'Heureux, Ray Demers, Wendell Smith, Normand Melancon , Don Hernon; Municipal Fire Chief Rod Hooper, Deputy Chief Chad Johnston; Lyman Municipal Fire Department Treasurer Carol Stewart; Lyman Treasurer Carol Sanborn.

**Handouts**

- Draft Minutes of 2-16-12 FC meeting
- Draft Letter to Selectmen with attachments
- Draft FY2013 Budget information and PowerPoint presentation slides

**Minutes** - FC members **voted** to approve minutes of February 16, 2012 FC meeting. FC meeting minutes will be posted on the Lyman/Dayton Town websites.

**Fire Department Financial Transition Issues** – There was discussion regarding transition of accounts and financial procedures from Goodwin's Mills Fire Rescue Incorporated (GMFR) to the Municipal Fire Department, including:

- Fire Department checks have been ordered, and should be available in time for the next payroll.
- Need to request funds from Lyman and Dayton to assure sufficient funds are available to meet payroll.
- Fire Department insurance bills need to be split out separately in the Maine Municipal Association insurance billing.
- FC members **voted** to have the final audit of GMFR accounting records go through the Closing Date of February 16, 2012, when GMFR assets were signed over to the Towns of Lyman and Dayton, and to have a separate audit of Fire Department accounting records for the period of February 16 through June 30, 2012, as part of the annual Lyman Town Audit. RHR Smith accounting firm is scheduled to start the audit on March 1, 2012.
- Deputy Chief **Chad Johnston** will follow-up with the Lyman TRIO computer consultant to determine why the TRIO computer stations and printers are not working properly.
- GMFR Bookkeeper **Mary Ann Wade** and Municipal Fire Department Treasurer **Carol Stewart** will change the names on the GMFR bank certificates of deposits to responsible Town and Fire Department persons.
- Fire Department Purchase Order (PO) numbering will be changed to differentiate between those POs paid by GMFR, and new POs which are Fire Department responsibility.
- Discussion of how to process Fire Department payroll and bill payments through the Boards of Selectmen Town warrants.

**FEMA Grant Closeout** – Fire Chief **Rod Hooper** updated the FC on the status of negotiations between the Town Attorneys and the Fire Station Modernization General Contractor.

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**Draft Letter to Boards of Selectmen** – Fire Commissioner **Don Hernon** presented a draft letter addressed to Boards of Selectmen, Subject: Assignment of Bookkeeper and Administrative Employees to Municipal Fire Department, for FC member review. The purpose of the draft letter is to streamline the accountability of the Fire Department financial transactions, and to address the possible use of Fire Department Administrative Employees.

This draft letter recommends that the Interlocal Agreement and the Fire Department Personnel Policy be changed to permit:

- FC to hire a Bookkeeper to perform the financial functions currently assigned by the Interlocal Agreement to the Treasurer.
- Fire Chief to be able to hire full-time or part-time Fire Department Administrative Employees, subject to FC approval and Town payroll funding.
- Fire Chief to be responsible for the operational direction and the day-to-day supervision of the Bookkeeper and any Administrative Employees.

There was brief discussion of this draft letter, with no decisions made.

**Municipal Fire Department FY12/13 Budget Review** – Fire Chief **Rod Hooper** presented financial data on current Fire Department income and expenses, and proposed Fire Department Budget for FY2013 for presentation to the Lyman and Dayton Budget Committees. The data was reviewed in detail with the following FC votes taken:

- **Voted** to add \$20,000 to the draft FY2013 Budget for FC Operating Expenses.
- **Voted** to submit the draft FY2013 Operations and Maintenance Budget to the Budget Committees.
- **Voted** to submit the draft FY2013 Payroll Budget to the Budget Committees.
- **Voted** to submit the draft FY2013 Capital Improvement Budget to the Budget Committees.
- **Voted** to submit the proposed 24/7 Fire Department Additional Staffing Budget to the Budget Committees, with one Fire Commissioner abstaining. It was noted that the vote provides the opportunity for the Budget Committees to review this proposal, and does not necessarily reflect that a majority of FC members support the proposal.

**Hiring of Third Full-Time Municipal Fire Fighter**- FC members voted to authorize the Fire Chief to start the hiring process for the third full-time firefighter. The hiring process is contained in GMFR Regulation 1101, Employee Hiring Process, approved by the FC on 1-19-12.

**Executive Session** – The FC voted to go into Executive Session under the provisions of Maine MRS Title 1, Chapter 13, Subchapter 1, Section 405.6A, Executive Sessions Permitted Discussion. The FC was in Executive Session from 9:40 pm until 10:08 pm.

**Draft Fire Commission Annual Report for Calendar Year 2011** – Draft report was not discussed.

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**Meeting with Town Budget Committees** - FC will meet with the Lyman and Dayton Budget Committees on Monday, February 27, 2012, 6:30 pm at Goodwin's Mills Fire Station. This meeting will be posted so that FC business may be conducted if time permits.

**Next Regular Meeting**- Next regular FC meeting will be on Thursday, March 8, 2012, 6:30 pm at Goodwin's Mills Fire Station.

**Adjourned** - Meeting adjourned at 10:18 pm.