

**Lyman-Dayton Fire Commission (FC)
Minutes of Meeting – March 22, 2012**

Meeting held at Goodwin's Mills Fire Station was called to order at 6:43 pm.

Present – Fire Commissioners: Chris L'Heureux, Wendell Smith, Ray Demers, Don Herson; Municipal Fire Chief Rod Hooper; Lyman Treasurer Carol Sanborn; Lyman Assistant Treasurer Carol Stewart, Goodwin's Mills Fire Fighters Relief Association Normand Bilodeau.

Absent – Fire Commissioners: Jim Roberts, Normand Melancon.

Handouts

- Draft Minutes of 3-8-12 FC meeting
- Final Fire Commission Annual Report for 2011
- Notes from Lyman/Dayton Boards of Selectmen and Budget Committee Meetings of 3-6-12 and 3-20-12 concerning the FY2013 Fire Department Budget
- Draft FC Regulation 1105; Subject: Human Resources Policy
- Rough Draft FC Regulation regarding Ambulance and Emergency Medical Services Billing
- FC Letter to Selectmen with recommended changes to GMFR Personnel Policy
- Fire Department Budget and Financial information

Minutes - FC members **voted** to approve minutes of 3-8-12 FC meeting. FC meeting minutes will be posted on the Lyman/Dayton Town websites.

FC Annual Report for Calendar Year 2011 – FC members **reviewed** the final FC Annual Report which was amended and voted at the 3-8-12 FC meeting. FC Secretary **Don Herson** will provide copies to Lyman and Dayton Town Halls for the Town Annual Reports.

FC Letter to Selectmen dated 3-22-12 – FC members reviewed a letter to Selectmen with recommended changes to GMFR Personnel Policy, which was approved at the 3-8-12 FC meeting. FC Secretary **Don Herson** will request FC Chairman **Jim Roberts** to sign the letter and then distribute the letter.

Draft FC Regulation 1105; Subject: Human Resources Policy – FC members reviewed the draft regulation, and **voted to accept** it as amended at the meeting. **Chief Hooper** will make the changes and prepare the regulation for signature.

Rough Draft FC Regulation regarding Ambulance and Emergency Medical Services Billing – FC members reviewed the draft regulation, and provided comments to Chief Hooper. There is a question on whether or not to charge a "no transport fee" for EMS. **Chief Hooper** will investigate further. **No vote was taken.**

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

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- **Carol Stewart** has found approximately \$2700 in savings from reviewing Fire Department bills, due to incorrect payments and some double billing. These items are being resolved.
- Sales tax exemption for use by the Municipal Fire Department is in progress.
- Audit by RHR Accounting firm (Bill Hall) is not yet completed. The Fire Commission has a question on the location of the funds previously shown in the Medical Equipment account. Fire Commissioners asked that, when the audit is completed, a meeting be scheduled between the Fire Commission and Mr. Hall to review the audit results.
- Fire Commission reviewed financial data with **Carol Sanborn** and **Carol Stewart**. Detailed financial data will be provided monthly to help in reviewing the transfer process and set up of the Municipal Fire department accounts.
- The process of handling Fire Department payroll and purchase orders, review by Fire Commission, and obtaining Selectmen approval is continuing and becoming more efficient. A Fire Commission regulation is needed to formalize the process.
- There was a recent email from the General Contractor for the FEMA grant construction contract for the modernized Fire Station. **Chief Hooper** will forward this email to the Boards of Selectmen for their review and involvement.
- TD Bank Corporate VISA cards have been obtained for **Chief Hooper** and **Deputy Chief Johnston**.
- A Wright Express Universal Fleet Card has been obtained to help manage Fire Department truck fuel costs.
- Fire Department telephones are being changed from Earthlink to Fairpoint, due to perceived poor customer service from Earthlink. **Chief Hooper** will provide details to Lyman Selectmen.
- Ray's Truck Service, 305 Bradley Street, Saco, will be used for Fire Department truck maintenance.

FY2013 Fire Department Budget Meetings – FC members reviewed the notes from Lyman/Dayton Boards of Selectmen and Budget Committee Meetings of 3-6-12 and 3-20-12 concerning the FY2013 Fire Department Budget.

Municipal Fire Department FY12/13 Budget Review – **Chief Hooper** presented operational and financial data to the Lyman/Dayton Boards of Selectmen and Budget Committees on Tuesday, March 20, 2012 for an additional Staffing Budget for the following options:

- Plan A – 24/7 coverage by two fire fighters/EMTs
- Plan B – Peak Hour coverage for daytime hours only

The selectmen are sponsoring an informational meeting on these options at 7:00 pm, Thursday, April 5, 2012 at the Fire Station. **Chief Hooper** will present these options to the public. After receiving public input, the Budget Committees and Selectmen will meet at the Fire Station to decide which option (if any) will be included on the June 2012 Town warrants for consideration by Town residents.

Miscellaneous – **Chief Hooper** reported that the Maine Department of Transportation will be working on Route 35 in Dayton.

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Next Meeting- Next regular Fire Commission meeting will be on Thursday, April 12, 2012, 6:30 pm at Goodwin's Mills Fire Station. A Fire Commission meeting will also be posted for Thursday, April 5, 2012 at Goodwin's Mills Fire Station, after the informational public meeting, if deemed necessary by the FC members present.

Adjourned - Meeting adjourned at 8:47 pm.