

**Lyman-Dayton Fire Commission (FC)  
Minutes of Meeting – March 8, 2012**

Meeting held at Goodwin's Mills Fire Station was called to order at 6:55 pm. This meeting began after completion of a meeting called by the Lyman/Dayton Boards of Selectmen at the same location.

**Present** – Fire Commissioners: Jim Roberts, Ray Demers, Chris L'Heureux, Wendell Smith, Don Hernon; Municipal Fire Chief Rod Hooper; Lyman Municipal Fire Department Treasurer Carol Stewart; Lyman Treasurer Carol Sanborn; Lyman Selectmen Leo Ruel, Victoria Gavel; Dayton Selectmen Ted Poirier.

**Absent** – Fire Commissioner: Normand Melancon.

**Handouts**

- Draft Minutes of 2-23-12 FC meeting
- Draft Minutes of 2-27-12 FC meeting
- Notes from Lyman/Dayton Boards of Selectmen and Budget Committee Meeting of 2-6-12 concerning the FY2013 Fire Department Budget
- Draft FY2013 Budget information prepared by **Chief Hooper** providing options for additional Fire department coverage
- GMFR Standard Operation Procedure(SOP) 3101, Hiring Process

**Minutes** - FC members **voted** to approve minutes of February 23 and February 27, 2012 FC meetings. FC meeting minutes will be posted on the Lyman/Dayton Town websites.

**FC Annual Report for Calendar Year 2011** – FC members **voted** to accept the draft FC Annual Report as amended at the meeting.

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

- There is an issue regarding the ability to print at the Dayton Town Hall from the Fire Department TRIO software.
- RHR Smith accounting firm is conducting audits of GMFR accounts. The FEMA grant portion of the audit has been completed. Some bank statements need reconciliation. GMFR Inc. Bookkeeper **Mary Ann Wade** needs to provide the remaining GMFR Inc. files as part of the turnover of assets to the Towns of Lyman and Dayton.
- A letter is needed from GMFR Inc. requesting funds from restricted accounts to be turned over to the Goodwin's Mills Fire Fighters Relief Association (GMFRA). **Chief Hooper** will request GMFRA **Normand Billodeau** to provide the letter.
- There is no new information regarding settlement of the FEMA grant construction contract for the modernized Fire Station.
- Fire Department checks have been received.

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- The process of handling Fire Department payroll and purchase orders, and how to obtain Selectmen approval of Fire Department expenditures was discussed. A Fire Commission regulation is needed to formalize the process.
- GMFR Inc legal bills (approximately \$964) should be submitted to the Town of Lyman for payment, as part of the transfer of assets.

**Hiring of Third Full-Time Municipal Fire Fighter- Chief Hooper** presented GMFR SOP 3101, Hiring Process. As approved by the Fire Commission, he has started the hiring process for the third full time municipal fire fighter, with the goal of having the new fire fighter in place by May 7, 2012.

**Municipal Fire Department FY12/13 Budget Review –Chief Hooper** presented operational and financial data 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

This data was discussed and will be presented to the Lyman/Dayton Boards of Selectmen and Budget Committees on Tuesday, March 20, 2012, 6:00 pm at the Lyman Town Hall.

**Recommended Changes to the Fire-Rescue Department Personnel Policy dated 11-30-11 – Chief Hooper** presented the following recommended changes to the Personnel Policy:

- Change Sections 3.1 and 3.1 regarding full time and part time employee working hours.
- Change Section 8.1 regarding Fire Chief's authority to suspend employees.
- Add Section 10.4 Medical Insurance Alternative.
- Add Section 11.9 Military Leave.

FC members **voted** to approve the Personnel Policy recommendations and to forward them to the Lyman/Dayton Boards of Selectmen who are approval signatories of the Personnel Policy.

FC members **voted** to authorize the Fire Chief's authority to suspend any employee until the next Fire Commission meeting, with the following rationale: should a situation arise where for disciplinary or public safety reasons, an employee should not be permitted to respond to emergency calls, access the fire station, perform duties in the public trust, etc., the Fire Chief needs to immediately prohibit such activity by suspension.

**Amendment 1 to GMFR Regulation 1102, Pre-Employment Physical Agility Test** – FC members **voted** to approve the changes to this regulation recommended by **Chief Hooper**.

**MMA Insurance Meeting** – Maine Municipal Association Insurance representatives will be present at the Fire Station at 10:00 am, Thursday, March 15, 2012, to review the Fire Department's insurance coverage.

**Waiver of Rescue Transportation Bills for GMFR Employees** – The past policy of waiving the part of the cost of rescue ambulance transportation for GMFR employees, which is not covered by medical

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insurance, was discussed. FC Members voted (4 in favor; 1 abstention) to draft a letter to the Lyman/Dayton Boards of Selectmen describing this concept.

**Executive Session** – FC members voted to go into Executive Session at 8:50 pm per MRS Title 1, Chapter 13, Subchapter 1, Section 405.6A, and remained in Executive Session until 9:05 pm.

**Probationary Employee** – FC members **voted** to offer probationary employment to Mr. Steven Dupras as a full time fire fighter, with permanent employment with the Fire Department conditioned upon Mr. Dupras meeting the pre-employment medical examination and testing requirements set forth in the Interlocal Agreement.

**Next Meeting**- Next Fire Commission meeting will be on Thursday, March 22, 2012, 6:30 pm at Goodwin's Mills Fire Station.

**Adjourned** - Meeting adjourned at 9:09 pm.