

**Lyman-Dayton Fire Commission (FC)
Minutes of Meeting – July 14, 2011**

Meeting held at Dayton Town Hall was called to order at 6:30 pm.

Present – Fire Commissioners: Jim Roberts, Chris L’Heureux, Wendell Smith, Don Herson; Goodwin’s Mill Fire Rescue (GMFR): Chief H. Rodney Carpenter.

Absent – Fire Commissioner Ray Demers

Handouts-

1. Draft Minutes of 7-7-11 FC meeting;
2. FC Secretary email dated 7-7-11, to Lyman Town Attorney, Notes from Fire Commission Meeting of 7-7-11
3. Excerpt from Biddeford-Saco-Old Orchard Beach Transit Committee (Shuttle Bus) Employee Handbook

Minutes - FC members voted to approve minutes of July 7, 2011 FC meeting. FC meeting minutes will be posted on the Lyman/Dayton Town websites.

Fire Commission Officers –FC members elected officers at the 7-7-11 FC meeting. FC will check with Lyman and Dayton Town Offices to assure that the appointment dates for all FC members are current. Also, the Dayton non-voting member needs to be designated per the Interlocal Agreement.

Additional Fire Commissioner for Lyman – There are two Lyman FC members (Wendell Smith and Don Herson). Lyman Selectmen need to appoint an additional Lyman Fire Commissioner.

Physical Agility Test (PAT) for Selected Municipal Fire Chief Candidates – The PAT will be conducted at **10 am on Saturday, July 16, 2011** at the Goodwin’s Mills Fire Station, 481 Goodwin’s Mills Road Lyman, Maine 04002. GMFR members will be in charge of setting up and running the PAT. FC members will observe and sign off on the PAT results. Notice of the PAT will be posted at Lyman and Dayton Town Halls and at GMFR.

(Note: The PAT was conducted as scheduled. Five Municipal Fire Chief Candidates passed the PAT with no apparent medical issues. Thanks to GMFR members for a professional setup and administration of the test. Three FC members witnessed the test.)

Municipal Fire Chief Interviews – The FC will proceed with interviews of those Municipal Fire Chief Candidates who pass the PAT, after the legal agreement between the GMFR Corporation and the Towns of Lyman and Dayton is signed, and the Municipal Fire Department Personnel Policies are approved.

Municipal Fire Chief Applications – **Jim Roberts** has custody of the Fire Chief applications in a locked cabinet in the Dayton Town Hall.

FC Discussion of Municipal Fire Department Personnel Policy – FC and GMFR representative continued discussion of elements of the draft Fire department personnel Policy. FC members voted to request GMFR to propose a Personnel Policy based on area Fire Department Policies. The FC will review the proposed Policy, and then present a draft Municipal Fire Department Personnel Policy to the Lyman and

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Dayton Boards of Selectmen for their review and comment. No further assistance from the Lyman Town Attorney is needed at this time.

Discussion of Transfer of GMFR Functions and Assets to the Towns of Lyman and Dayton – FC and GMFR representative discussed elements of the revised Draft Purchase and Sales (P&S) Agreement provided by the Lyman Town Attorney. The major issue is including an option for leasing the Fire Station until the completion of the construction contract and FEMA grant are resolved. There are some additional issues. The FC Secretary will contact the Lyman Town Attorney requesting a revised draft P&S Agreement by the next FC meeting on 7-21-11.

(Note: A consolidated list of FC comments on the draft P&S Agreement was sent to the Lyman Town Attorney by email on 7-16-11, with a request for response by close of business on Wednesday July 20th.)

Fire Department Funds – There were questions on how Town funds are provided to GMFR. The FC noted that the Municipal Fire Department Treasurer is an At-Large (non-voting) member of the Fire Commission, and should be represented at the Fire Commission meetings. FC members will request that the Lyman Board of Selectmen provide Treasurer representation at FC meetings.

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

FC Action List – The FC Action list was not discussed at the FC meeting.

Next Meeting – Thursday, July 21, 2011, 6:30pm at the Dayton Town Hall.

Adjourned - Meeting adjourned at 8:19 pm.