

**Lyman-Dayton Fire Commission (FC)
Minutes of Meeting – July 19, 2012**

Meeting held at Goodwin's Mills Fire Station was called to order at 6:31 pm.

Present – Fire Commissioners: Jim Roberts, Wendell Smith, Jim Sotir, Amos Gay, Don Herson; Municipal Fire Chief Rod Hooper.

Absent – Fire Commissioner Ray Demers.

Handouts

- Draft Minutes of 7-9-12 FC meeting
- Fire Chief's Quarterly Report April through June 2012
- Draft Fire Commission Regulation 1120, Financial Procedures
- Jensen Baird Gardner Henry legal firm Memorandum, Client Advisory: Changes to the Freedom of Access Act

Minutes - FC members **voted** to approve minutes of 7-9-12 FC meeting, as amended. FC meeting minutes will be posted on the Lyman/Dayton Town websites.

Fire Commission Officers – As required by the FC Bylaws, FC members voted in officers for FY12/13, as follows: Chairman Jim Roberts; Vice Chairman Wendell Smith; Secretary Don Herson.

FC Administrative Support – FC members discussed the need for administrative support and possible ways to pay for this support. Currently FC meeting minutes and letters are prepared by the FC Secretary. FC Secretary Don Herson will prepare a draft job description for an administrative support person.

Use of TRIO Accounting Software – The Fire Department TRIO software is currently on the Lyman Town computer server. FC members discussed putting the TRIO software on a dedicated Fire department computer server. **Chief Hooper** and FC Chairman **Jim Roberts** will obtain prices for a dedicated computer server, any necessary software, and a dedicated static IP address. FC will review this issue further, after prices are obtained.

FC Files – Currently hard copy paper FC files are maintained in the Lyman Town Hall in a locked fire resistant file cabinet by FC Secretary **Don Herson**. FC electronic files are maintained by Don on his home computer, with some records placed on the FC Drop Box file sharing system that can be accessed by the Fire Chief and FC members. **Chief Hooper** will investigate the use of a room in the Fire Station for FC record storage, with the goal of maintaining recent documents as hard copy paper, and then scanning these documents into electronic files. It was noted that the JGBH Memorandum listed above references amendments to the Maine Freedom of Access Act. FC Secretary **Don Herson** will review this memorandum, and recommend any FC action.

Fire Department Treasurer Function – Lyman and Dayton Boards of Selectmen voted on July 16, 2012 to transfer the Fire Department Treasurer function from Lyman to Dayton, as permitted by the Interlocal

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Agreement. Dayton Treasurer **Angela Cushman** will assume this function. Fire Department members will remain employees of the Town of Lyman. Direct deposit of Fire Department employee payroll will be investigated.

Fire Commission Regulation 1120, Financial Procedures – FC members reviewed the draft regulation prepared by Chief Hooper, and **voted** to approve the regulation. A copy will be sent to the Boards of Selectmen for their information.

Fire Department Legal Bills – As approved by the Lyman and Dayton Boards of Selectmen, **Chief Hooper** will sign off for payment of approximately \$26,000 in Fire Department legal bills.

Interlocal Agreement, Major Capital Improvements – FC members discussed the method for the Towns to provide funding for major capital improvements, and agreed that the current wording in Section 4.4 (b) appears to be correct, but is hard to understand.

Possible Capital Improvements – Chief Hooper and FC members discussed the need to replace the Fire truck fueling tank with a double walled tank. **Chief Hooper** will obtain price quotes, and will check with the Lyman Code Enforcement Officer regarding permits needed. Replacement of engine bay lighting with T-8 fixtures and lights was discussed. **Chief Hooper** will investigate possible funds from Efficiency Maine.

Use of Collection Agency – **Chief Hooper** met with a representative of The Thomas Agency on July 17, 2012 to discuss the use of that agency to assist in the collection of past Fire Department overdue emergency services bills. After discussion, FC members **voted** to use The Thomas Agency as a collection agent, effective with overdue emergency services bills as of January 1, 2012.

Opt Out of Reduced Emergency Services Bills for Blue Cross/Blue Shield – As previously agreed by the FC, effective August 1, 2012, Blue Cross/Blue Shield will no longer receive reduced bills for Fire Department Emergency Services.

Workshop for Review of Interlocal Agreement – In the joint meeting with the Boards of Selectmen held at the Fire Station on July 9, 2012, it was suggested that participants review the Interlocal Agreement and email their comments to attendees for their information. FC members are reviewing the Interlocal Agreement, including the possible use of a workshop to go through the Interlocal Agreement in detail.

RHR Smith Accounting Firm Audit Reports – FC members have received two Fire Department audit reports, and will discuss them at the next FC meeting.

Fire Chief's Quarterly Report, April through June 2012 – FC members discussed this report, requested minor changes, and directed FC Secretary **Don Hernon** to send a copy of the amended report to the Boards of Selectmen. It was noted that there were 38 (out of 180) incidents that had a delayed response

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(truck out the door between 5 and 9 minutes; goal is 3 minutes) due to the Fire Station not being manned around the clock (24/7).

Possible Fire Commission Quarterly Report – FC Secretary **Don Hernon** will continue to develop a possible FC Quarterly Report to be submitted to the Boards of Selectmen, along with the Fire Chief's Quarterly Report.

Fire Department Training Requirements – FC Members and **Chief Hooper** discussed the training requirements for Fire Department members and the use of a binding agreement with individuals regarding recoupment of training tuition costs if the individual does not satisfactorily complete a training course paid by the Fire Department budget.

Reading Comprehension Test – This test will be required for new Fire Department members.

Third Student Intern – **Mr. Derick Lycette** will start in August 2012.

Fire Department Personnel Policy – **Chief Hooper** provided copies of the effective Fire Department Personnel Policy with two amendments approved by the Boards of Selectmen.

Email Group – Chief Hooper noted that the Fire Department has set up an email group, fc matters@gmfd.org that includes the Fire Commissioners, Selectmen, Fire Chief and the Dayton Treasurer.

Next Regular Meeting- Next regular Fire Commission meeting will be on **Thursday, August 23, 2012, 6:30 pm** at Goodwin's Mills Fire Station.

Adjourned - Meeting adjourned at approximately 8:47 pm.