

Lyman-Dayton Fire Commission (FC)
Minutes of Meeting – July 28, 2011

Meeting held at Dayton Town Hall was called to order at 6:38 pm.

Present – Fire Commissioners: Jim Roberts, Ray Demers, Wendell Smith, Don Herson; Dayton Selectman Mike Polakewich

Absent – Fire Commissioner Chris L’Heureux; Goodwin’s Mill Fire Rescue (GMFR) representatives; Lyman Treasurer Carol Sanborn

Handouts-

1. Draft Minutes of 7-21-11 FC meeting
2. FC Secretary email dated 7-26-11, to Fire Commissioners, GMFR, Lyman Treasurer, MMA Insurance Representatives, and Lyman Town Attorneys, with comments on information needed for Insurance Quotes for Lyman-Dayton Municipal Fire Department
3. FC Secretary email dated 7-28-11, to MMA Insurance Representatives; Fire Commissioners, GMFR, Lyman Treasurer, with GMFD Valuation Report prepared by Lyman Assessor
4. Comments on Draft Employees Personnel Policy prepared by GMFR Chief **H. Rodney Carpenter** on 7-27-11

Minutes - FC members voted to approve minutes of July 21, 2011 FC meeting. FC meeting minutes will be posted on the Lyman/Dayton Town websites.

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

Municipal Fire Chief Interviews – The FC will proceed with interviews of the Municipal Fire Chief Candidates who passed the FC Physical Agility Test (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 – Fire commissioner **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, with the following comments:

- Consider combining holidays, sick days and vacation into a single category called Personal Time Off (PTO).
- Add a section on Retirement Benefits which should be the same as current Lyman Town employees.
- **Jim Roberts** will check with Maine Municipal Association regarding any state or federal statutes regarding payment of overtime for fulltime Municipal Fire Fighters.
- **Jim Roberts** will consolidate comments on the draft Personnel Policy.

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Discussion of Transfer of GMFR Functions and Assets to the Towns of Lyman and Dayton – FC discussed elements of the revised Draft Purchase and Sales (P&S) Agreement provided by the Lyman Town Attorney, dated 7-20-11. No specific comments have been received from GMFR on this draft agreement, which is being reviewed by the GMFR Attorney. The FC Secretary will contact GMFR, asking for their comments in time for FC review at the next FC meeting scheduled for 8-4-11. (Note: email was sent to GMFR Representatives on 7-30-11.)

Joint Meeting of Fire Commission with Lyman and Dayton Boards of Selectmen - The FC will present a draft Municipal Fire Department Personnel Policy and draft P&S Agreement to the Lyman and Dayton Boards of Selectmen for their review and comment. Proposed date for joint meeting is 8-8-11.

MMA Insurance Quotes – Don Hernon talked with Maine Municipal Association (MMA) Insurance representative Marcus Ballou concerning information needed for insurance quote for the Municipal Fire Department, with action taken as follows:

- FC Secretary email dated 7-26-11 was sent to GMFR requesting a **summarized inventory list with valuations shown**.
- Fire Station Building assessment valuation report from the Lyman town Assessor was forwarded to MMA Insurance representatives.

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, August 4, 2011, 6:30pm at the Dayton Town Hall.

Adjourned - Meeting adjourned at 8:00 pm.