

**Lyman-Dayton Fire Commission (FC)
Minutes of Meeting – July 9, 2012**

Meeting held at Goodwin's Mills Fire Station was called to order at 6:39 pm. This meeting was a joint meeting with the Lyman and Dayton Boards of Selectmen, with the objective of discussing:

- Methods of better communication between the Selectmen and the Fire Commission
- Possible Changes to the Interlocal Agreement
- Fire Department financial oversight
- Any other outstanding issues.

Present – Fire Commissioners: Jim Roberts, Wendell Smith, Jim Sotir, Ray Demers, Don Herson; Municipal Fire Chief Rod Hooper; Lyman Treasurer Carol Sanborn; Lyman Selectmen Victoria Gavel, Leo Ruel, Steve Marble, George Sutton, Roger Grant; Dayton Selectmen Ted Poirier, Scott Littlefield, Gerry Taylor; Goodwin's Mills Firefighters Relief Association Normand Bilodeau; members of public.

Handouts

- Draft Minutes of 6-21-12 FC meeting
- Copies of Interlocal Agreement between the Towns of Lyman and Dayton for Joint Operation and Management of Fire and Emergency Rescue Service with First Amendment
- Sample Draft Fire Commission Quarterly Report to Boards of Selectmen with copy of Fire Chief's Quarterly Report attached
- Draft FC Financial Procedure

Minutes - FC members **voted** to approve minutes of 6-21-12 FC meeting. FC meeting minutes will be posted on the Lyman/Dayton Town websites.

Discussion – Following items were discussed. Action taken is listed below.

- **Communications between the Fire Commission and the Boards of Selectmen** – Participants discussed the need for better communications between the Fire Commission and the Boards of Selectmen, especially the need to communicate openly with no surprises or hidden agendas. It was emphasized that the Fire Chief reports to the Fire Commission which reports to the Boards of Selectmen.
- **Draft Fire Commission Quarterly Report to Boards of Selectmen** – Possible use of a quarterly report to facilitate communications was briefly discussed.
- **Review of Jensen Baird Legal Fees** – There was general discussion of legal fees from Jensen Baird for services provided for the Fire Station FEMA Grant, and the transfer of GMFR assets from the GMFR Corporation to the Towns of Lyman and Dayton. The major issue was the detail provided by Jensen Baird on the bills to enable a reviewer to determine if the bill is correct, and the account to be charged.
- **RHR Smith Accounting Audit Reports** – It was noted that two RHR Smith audits (FEMA Grant and Fire Department) have been completed, with bills outstanding.
- **Dayton Access to Fire Department Accounting System** – It was noted that, despite several requests, the Town of Dayton does not have access to the Fire Department TRIO accounting system.

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Minutes of Meeting – July 9, 2012

- **FC Regulation 1311, Subject: Fees for Fire Apparatus and Equipment** – Dayton Board of Selectmen previously approved Appendix 1, Fee Schedule. Lyman Board of Selectmen voted approval of the fee schedule, as required by the Interlocal Agreement, Article 3.4–A(7) to make the fee schedule effective.
- **Fire Department Financial Process** – The process for handling the Fire Department payroll, bills and receivables was briefly discussed. While the persons involved with this process are knowledgeable, the process is NOT written down. The possible use of direct deposit for Fire department payroll checks was discussed, with no specific action taken.
- **Fire Department Financial Oversight** –It was noted that the Interlocal Agreement, Section 4.3 Financial Procedures, provides that Lyman and Dayton Boards of Selectmen shall annually revisit the question of which Town shall employ the Treasurer for the Municipal Fire Department. The Boards of Selectmen **agreed** to leave this function with the Town of Lyman for now. Dayton Board of Selectmen may recommend an individual for possible assignment as to perform the Fire Department bookkeeping function.
- **Interlocal Agreement** – Participants did not want to review the agreement in detail at this meeting.

Action Taken:

1. **Fire Commissioners** will discuss the use/format of a FC Quarterly Report at a future FC meeting.
2. **Lyman and Dayton Boards of Selectmen voted** to pay Jensen Baird legal bills in the amounts of \$20,728.76 and \$6716.60.
3. **Lyman Board of Selectmen voted** and signed their approval of Appendix 1 Fire Equipment Fee Schedule to FC Regulation 1311, Subject: Fees for Fire Apparatus and Equipment.
4. **Lyman and Dayton Boards of Selectmen voted** to pay RHR Smith accounting firm audit report bill in the amount of \$2500. Lyman Treasurer **Carol Sanborn** will request copies of two RHR Smith audit reports (FEMA grant and Fire Department), and send the reports to Selectmen, Fire Commissioners, and the Fire Chief for review. A meeting may be scheduled with the lead auditor if necessary.
5. Lyman Selectman **George Sutton** will follow up on resolving the computer issue of accessing the Fire Department TRIO accounting system from the Town of Dayton computers.
6. **Fire Chief Hooper** and Lyman Treasurer **Carol Sanborn** will provide financial process information to FC Secretary **Don Herson** to assist in the preparation of a Fire Commission financial procedure.
7. **Dayton Selectmen** will discuss possible assignment of the Assistant Treasurer function of Fire Department bookkeeping with a Dayton employee. If accepted and appointed, the individual will report to the Lyman Treasurer.
8. **Selectmen, Fire Commissioners, Fire Chief and Lyman Treasurer** will review the Interlocal Agreement between the Towns of Lyman and Dayton for Joint Operation and Management of Fire and Emergency Rescue Services for possible changes. Any recommended changes will be sent via email to the other reviewers for information. A meeting to discuss any recommended changes will be scheduled as needed.

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Next Regular Meeting- Next regular Fire Commission meeting will be on **Thursday, July 19, 2012, 6:30 pm** at Goodwin's Mills Fire Station.

Adjourned - Meeting adjourned at approximately 9:00 pm.