

## **Lyman-Dayton Fire Commission (FC) Minutes of Meeting – August 23, 2012**

Meeting held at Goodwin's Mills Fire Station was called to order at 6:32 pm.

**Present** – Fire Commissioners: Jim Roberts, Wendell Smith, Jim Sotir, Amos Gay, Ray Demers, Don Hennon; Fire Chief Rod Hooper; Dayton/Fire Department Treasurer Angela Cushman; Deputy Fire Chief Chad Johnston; GMFR members Thom Hooper, Jeff Perry, TJ Roma, James Johnston, Ben Harris

### **Handouts**

- Draft Minutes of 7-19-12 FC meeting
- Proposed Second Amendment to Interlocal Agreement regarding Section 4.3(a), adding disbursement of money on an accounts payable warrant.
- Proposed Policy on Fire Department Treasurer's Disbursement Warrants for GMFR Employee Wages and Benefits
- Presentation on proposed Fuel Station Renovations and Fire Station Lighting Projects
- Presentation on proposed Fire-Rescue Capital Improvement Program
- MMA Inspection Action Plan from Survey of May 17, 2012
- Maine Department of Public Safety Letter of August 9, 2012 regarding InforME account for criminal history record checks

**FC Votes Taken/Results** – After discussion FC members **voted** as follows:

- **Approved**
  - Minutes of 7-19-12 FC meeting, as amended. FC meeting minutes will be posted on the Lyman/Dayton Town websites.
  - FC Secretary send a letter to Boards of Selectmen regarding Policy on Fire Department Treasurer's Disbursement Warrants for GMFR Employee Wages and Benefits
  - Accept Union Falls Computers quote on providing dedicated server for Fire Department TRIO accounting module. Funds to come from FC operating account.
  - Accept Fire Chief's recommendation to rename the "Joint Fire-Rescue Department Capital Equipment Account" in the Interlocal Agreement, Section 4.1(c), to a "Joint Fire-Rescue Capital Fund". Change will be incorporated into a proposed amendment to the ILA.
  - Accept Fire Chief Hooper as Fire Department HIPPA Privacy Officer and Public Access Officer.
  - Send five overdue emergency services accounts, \$2732 total, to The Thomas Agency for collection.
  - Forgive one emergency services account, \$90 total.
  - Accept Junior Firefighter volunteers.
  - Authorize Fire Chief to apply for Maine Municipal Association Safety Enhancement grant to purchase a hydrogen cyanide meter; approximate value \$1200.
  - Accept National Firefighter Code of Ethics for use by Goodwin's Mills Fire-Rescue members.

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- **Not Approved**
  - Request to reduce one emergency services account; no hardship was stated.

**Action To Be Taken** – After discussion, FC members agreed on the following:

- **FC Secretary** develops a proposed Job Description for a Fire Commission Clerk for review by the FC and Fire Chief.
- **Treasurer** prepares presentation for Boards of Selectmen regarding use of direct deposit for GMFR employee paychecks.
- **Treasurer** closes Fire Department FY 12 accounting books by the end of September 2012.
- After receipt of background information from Treasurer, **FC Secretary** sends FC letter to Boards of Selectmen with proposed Policy on Fire Department Treasurer's Disbursement Warrants.
- **FC Chairman/Treasurer/Fire Chief** execute the Union Falls Computers quote to provide dedicated Fire Department TRIO server, including data transfer from Lyman server and static IP address.
- **Fire Chief** will determine which town and/or state permits are required for the proposed fueling station and truck bay/apron lighting projects.
- Depending upon closure of Fire Department FY12 accounting books, **FC Chairman/Treasurer** will investigate if any remaining funds may be used for the proposed fuel station renovations and truck bay/apron lighting projects.
- **FC Secretary** will accept proposed changes to the Interlocal Agreement and prepare a proposal to be discussed with the Boards of Selectmen. So far, proposed changes include:
  - Change name of the "Joint Fire-Rescue Department Board" to "Fire Commission"
  - Change "Capital Equipment Fund" in Section 4.1(c) to "Capital Fund" with a description of proposed sub-accounts.
  - Amend section 4.3(a) to permit the Treasurer to disburse money for accounts payable warrant, as described.
  - Amend section 3.4 B to clarify that the Boards of Selectmen appoint the Fire Chief.
- **FC members, Fire Chief, Treasurer and other interested parties** are encouraged to send proposed changes to the Interlocal Agreement to the FC Secretary.

**Financial Spending Plan** – FY12/13 spending to date is within the approved plan.

**Incentive Raises for Fire Department Personnel** – It was noted that some GMFR personnel have received incentive raises upon completion of additional certifications. These raises were accommodated in the approved payroll plan for FY12/13.

**Fire Department Captain for Training** – Mr. Thom Hooper has been appointed as the Fire Department Captain for Training. Chief Hooper recused himself from the selection process, since Mr. Thom Hooper is his brother.

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**Fire Department Roles for Lieutenants and Engineer** – Chief Hooper is developing roles and responsibilities for the Fire Department Lieutenants, and a new Engineer position, with the goal of providing a management structure that decentralizes authority and responsibility. These positions do not receive a stipend payment.

**Fire Department Call Volume** – Chief Hooper noted that the call volume for 2012 calendar year so far is 111 calls ahead of 2011 (439 this year vs 328 last year). No specific driver for the increased call volume has been identified.

**Fire-Rescue Capital Fund** – Chief Hooper made a presentation to the FC on establishing a Joint Fire-Rescue Capital Account, with four sub-accounts: Capital Equipment Systems, Capital Equipment Apparatus, Capital Improvement Facilities, and Capital Reserve Contingency. There are two major issues:

- Establishing the Fire-Rescue Capital Fund will require a change to the Interlocal Agreement
- Funding the sub-accounts will require redistribution of existing capital funds into the new accounts, and possibly funding the capital accounts through Emergency Services revenue

Withdrawing any funds from the capital accounts would require authorization from the Boards of Selectmen and/or municipal legislative bodies (Town voters). FC discussion with the Boards of Selectmen is necessary to implement this proposal.

**Fuel Station Renovations** – Lt Johnston, GMFR Facilities Workgroup, presented the compelling reasons for upgrading the fire truck fueling station, including replacing the current fuel tank with a double walled tank, adding jersey barriers, improving the concrete pad, replacing the storage shed, and upgrading lighting. He noted that the fuel tank is old and does not meet current codes. Work is to be done by local contractors, with some work and material donated. Estimated cost \$9962.

**Upgrading Truck Bay and Station Apron Lighting** – Lt. Johnston described the replacement of truck bay and apron lighting fixtures with more energy efficient fixtures. Work is to be done by local contractor. Estimated cost \$6036, to be partially offset by estimated Efficiency Maine Rebate of \$1175. Also, there will be electrical energy savings over time due to the more efficient lighting fixtures.

**Fire Department Electricity Usage** – There was a short discussion on the electricity usage at the Fire Station. Chief Hooper indicated steps being taken to conserve electricity, and is also discussing with ElectricityME the possible establishment of a business account to obtain lower rates.

**MMA Safety Inspection** – Maine Municipal Association's Loss Control Consultant conducted a visit of the Fire Department on May 17, 2012 with five recommendations for Fire Department improvement. These recommendations have been implemented.

**Criminal History Record Checks** – Maine Department of Public Safety has approved a Fire Department InforME account for criminal history record checks for employment and volunteer purposes. Chief Hooper and Deputy Chief Johnston are authorized access to this account.

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**Vehicle Title/Registration Updates** – Fire Department vehicle titles and registrations are being updated to reflect the municipal Fire Department EIN number.

**Additions to Property and Casualty Insurance** – Fire station antenna tower, fuel station, and shed are being added to the insurance policy.

**Biennial Ambulance Inspection** – Maine state ambulance inspection has been completed; satisfactory results.

**FC Administrative Support** – Currently FC meeting minutes and letters are prepared by the FC Secretary. FC Secretary **Don Hernon** has talked with one person who is interested in providing administrative support for the Fire Commission, mainly recording and publishing FC Meeting Minutes. FC Secretary will prepare a draft job description for a FC Clerk. It appears that there are sufficient funds in the Payroll account to accommodate this support.

**Next Regular Meeting**- Next regular Fire Commission meeting will be on **Thursday, September 27, 2012, 6:30 pm** at Goodwin's Mills Fire Station.

**Adjourned** - Meeting adjourned at 9:30 pm.