

Lyman-Dayton Fire Commission (FC)
Minutes of Meeting – August 4, 2011

Meeting held at Dayton Town Hall was called to order at 6:41 pm.

Present – Fire Commissioners: Jim Roberts, Ray Demers, Chris L’Heureux, Don Hennon; Dayton resident John Gay

Absent – Fire Commissioner Wendell Smith; Goodwin’s Mill Fire Rescue (GMFR) representatives; Lyman Treasurer Carol Sanborn

Handouts-

1. Draft Minutes of 7-28-11 FC meeting
2. Lyman-Dayton Fire Commission Status report of 8-1-11
3. Lyman Town Attorney email dated 8-3-11 regarding Draft P&S Agreement Towns of Lyman – Dayton and GMFR; and Draft Municipal Fire Department Personnel Policy
4. Draft P&S Agreement Towns of Lyman–Dayton and GMFR dated 8-3-11
5. 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 28, 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 Hennon). 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:

- Sick leave for full-time employees will accrue at the rate of one work day for each calendar month. Unused Sick Leave will be able to accrue up to a maximum of 60 work days. For full-time employees who retire with ten years of service, 50 % pay will be granted for unused sick leave. For full-time employees who retire with twenty years of service, 100 % pay will be granted for unused sick leave.
- A maximum of five unused vacation days shall be paid at the end of the fiscal year in which they were accrued, with no carryover to the next fiscal year.
- Any time worked by full-time firefighters in excess of 52 per week shall be compensated at an overtime pay rate of time and one-half.

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- Add a section on Retirement Benefits which should be the same as current Lyman Town employees.
- **Jim Roberts** will consolidate comments on the draft Personnel Policy.

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 8-3-11, with the following comments:

- Mutual Aid contracts should be listed in the P&S Agreement.
- No specific comments have been received from GMFR on this draft agreement, which is being reviewed by the GMFR Attorney.

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. GMFR representatives are invited to attend.

MMA Insurance Quotes – **Don Heron** talked with Maine Municipal Association (MMA) Insurance underwriter Susan Caston on 8-4-11 concerning information needed for insurance quote for the Municipal Fire Department, with the following comments:

- Check the GMFR Auto Schedule Summary for accuracy.
- GMFR needs to keep their own liability insurance coverage for the Fire Station buildings, as land lord for the buildings, under a proposed lease agreement with the Towns of Lyman and Dayton until the FEMA grant for building modernization is closed out.
- Need to verify that the Fire Station Building assessment valuation report from the Lyman Town Assessor, which was sent to MMA Insurance representatives, is the correct value for insurance purposes. Don Heron will discuss with the Lyman Town Assessor.

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 – Joint meeting with the Lyman-Dayton Boards of Selectmen on Monday, August 8, 2011, 6:30pm at the Lyman Town Hall.

Adjourned - Meeting adjourned at 8:42 pm.