

## **Lyman-Dayton Fire Commission (FC)**

### **Minutes of Meeting – September 13, 2012**

Meeting held at Goodwin's Mills Fire Station was called to order at 6:33 pm.

**Present** – Fire Commissioners: Jim Roberts, Wendell Smith, Jim Sotir, Amos Gay, Ray Demers, Don Hernon; Fire Chief Rod Hooper; Dayton/Fire Department Treasurer Angela Cushman; Lyman Selectmen Chair Vicky Gavel.

#### **Handouts**

- Draft Minutes of 8-23-12 FC meeting

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

- **Approved**
  - Minutes of 8-23-12 FC meeting, as amended. FC meeting minutes will be posted on the Lyman/Dayton Town websites.
  - Proceed with Fire Department Fuel Station renovations at estimated cost of \$9,962 using funds from Fire Commission Administration account
  - Transfer Fire Department checking account to Gorham Savings Bank
  - Hire Fire Commission Clerk to perform duties per job description

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

- **FC Secretary** and **Fire Chief** develop list of candidates for FC Clerk position.
- **Treasurer** closes Fire Department FY 12 accounting books after auditor questions are resolved.
- **Treasurer** verifies EIN on Fire Department CD.
- **FC Chair** will review further to see if the streamlined process currently approved for payroll warrants can also be implemented for accounts payable warrants.
- **Fire Chief** will draft a five year Capital Equipment plan with recommendations for replacement of major pieces of equipment.
- **Fire Chief** will determine which town and/or state permits are required for the proposed fueling station project.
- **Fire Chief** will review mutual aid agreements, and update in writing as required.
- **Fire Chief** will check to see if the Interlocal Agreement was recorded with the State of Maine.
- **Fire Chief** will present new Fire Department members, and those members that have achieved upgraded qualifications, for recognition at the next FC meeting.
- **FC Secretary** will send out by email current proposed changes to the Interlocal Agreement to FC members and Lyman/Dayton Selectmen, including changes proposed by:
  - FC Secretary
  - Fire Chief
  - Proposed 2<sup>nd</sup> Amendment proposed by previous Dayton Selectman Mike Polakewich.
- **FC members, Fire Chief, Treasurer and Selectmen** are encouraged to send proposed changes to the Interlocal Agreement to other reviewers before the ILA Workshop scheduled for Thursday, September 27th.

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- **FC Secretary** will inform the Lyman Selectmen that eligible GMFR employees have not been accepted into the Town employees' retirement plan.

#### **Financial Update –**

- No information is available at this time regarding the closing of Fire Department books at the end of FY12. Auditors from RHR Smith accounting firm will be meeting with the Fire Department Treasurer in mid-October to discuss some remaining issues.
- It is expected that auditors may have some recommended changes to the Interlocal Agreement.
- The Fire Department certificate of deposit (approximately \$117,000) expires on September 23, 2012, and will be rolled over into a new one year CD. Treasurer will verify that the CD has the correct EIN (identification number) for the Fire Department.
- Treasurer provided information on switching Fire Department checking account from TD Bank to Gorham Savings Bank, so as to more easily establish direct deposit of payroll checks. FC voted to make this change.

**Accounts Payable Warrant** – FC discussed changing the processing of the Fire Department accounts payable warrants to require approval by Fire Chief, FC Chair, and one Selectman from Lyman and one Selectman from Dayton, as is currently being done for payroll warrants. FC Secretary received information from an attorney in the Maine Office of Revisor of Statutes that a law passed in 2011 that appeared to permit this process, applies only to three towns, and not statewide. FC Chair will review further.

**Fuel Station Renovations** – These necessary renovations were not part of the FEMA grant Fire Station modernization project. FC discussed 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, and voted to proceed with the project, using funds from the Fire Commission Administration account. Work is to be done by local contractors, with some work and material donated. Estimated cost \$9962.

**Fire Department Capital Equipment** – Fire Chief discussed the need to have a plan to replace major pieces of equipment (e.g. fire trucks) on a schedule to help assure that procurement is spread out over a number of years, and to establish predictability for replacement of essential, high dollar equipment. Also, there may be a more efficient mix of equipment types (e.g., pumper/tanker trucks) to better serve the Towns' needs. Fire Chief will prepare a five year plan for FC review.

**ISO Ratings** – Insurance Service Organization, Inc. rates fire department on various factors, with a resultant rating number that may affect homeowner insurance premiums. One factor is having written mutual aid agreements with adjacent towns. Fire Chief will review and update the agreements as necessary.

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**GMFR Retirement Plan** – The GMFR Personnel Policy section 9.4 Retirement plan states that after a six month probationary period full-time employees are eligible to participate in a 457(b) retirement plan, with open enrollment in January and July. Two eligible GMFR employees submitted paperwork to the Lyman Town office for enrollment in the retirement plan, but have not yet been accepted into the plan. This issue will be brought to the attention of the Lyman Board of Selectmen.

**FC Administrative Support** – FC Secretary and Fire Chief prepared a draft job description for a FC Clerk for review by FC members. FC voted to hire a FC Clerk. FC Secretary will check with one person who showed interest in the position.

**Dedicated TRIO Server** – Procurement and installation of the dedicated TRIO accounting server for Fire Department accounts should be in operation within a week.

**Next Regular Meeting**- Next regular Fire Commission meeting will be on **Thursday, September 27, 2012, 6:30 pm** at Goodwin's Mills Fire Station. This meeting will be posted as a meeting/workshop with the major objective of reviewing the Interlocal Agreement between the Towns of Lyman and Dayton for Joint Operation and Management of Fire and Emergency Rescue Services.

**Adjourned** - Meeting adjourned at 8:20 pm.