

## **Lyman-Dayton Fire Commission (FC) Minutes of Meeting – September 27, 2012**

Meeting held at Goodwin's Mills Fire Station was called to order at 6:30 pm.

**Present** – Fire Commissioners: Jim Roberts, Wendell Smith, Jim Sotir, Amos Gay, Ray Demers, Don Hennon; Fire Chief Rod Hooper; Lyman Selectmen Vicky Gavel and George Sutton; GMFR members.

**Absent** - Dayton/Fire Department Treasurer Angela Cushman

### **Handouts**

- Draft Minutes of 9-13-12 FC meeting
- Proposed changes to the Interlocal Agreement

**Recognition and Awards** – Chief Hooper recognized GMFR's newest EMTs Mike Reynolds, Nate Keller and Paramedic Jarret Clarke for their recent training accomplishments. It was noted to the FC that the Metis Indians recognized GMFR's Carol Dunham with their annual Home Front Warrior Award. Two Chief's Commendations were presented for GMFR teamwork at recent calls (Incidents 12-483 and 12-485).

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

- **Approved**
  - Minutes of 9-13-12 FC meeting. FC meeting minutes will be posted on the Lyman/Dayton Town websites.

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

- **FC Secretary** will post a notice on Lyman and Dayton Town websites for a Fire Commission Clerk.
- **Fire Chief** will investigate with the Maine Municipal Association to determine if GMFR can have its own Workers Compensation insurance policy.

**Review of Proposed Changes to Interlocal Agreement** – FC members, Fire Chief, and Selectmen present (Lyman Chair Vicky Gavel; Lyman Selectman George Sutton) reviewed proposed changes to the Interlocal Agreement as follows:

- Changes proposed by FC Secretary with modifications and additions by Fire Chief
- Changes proposed by FC Chair
- Changes previously proposed by a Dayton Selectmen were not included in the review since those proposed changes were previously tabled by both the Lyman and Dayton Boards of Selectmen.

The review group reviewed the ILA document in detail and developed proposed changes. FC Secretary will insert these changes into an updated change document for review by the FC at their next meeting. FC anticipates forwarding a recommended document to the Boards of Selectmen after the next FC meeting.

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**ILA Agreement Filed with Maine Secretary of State** – Fire Chief verified that the Interlocal Agreement was filed with the Maine Secretary of State on January 5, 2011.

### **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.
- Treasurer is proceeding with switching Fire Department checking account to Gorham Savings Bank, and establishing direct deposit of payroll checks.

**Accounts Payable Warrant** – FC Chair provided information from the Dayton Town Attorney stating that it is legal to change the approval process for 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. This change will be included in the proposed changes to the Interlocal Agreement.

**Fuel Station Renovations** – Building permit has been obtained for the renovations. Work will start on October 1, 2012. A 1000 gallon tank will be installed.

**GMFR Workers Compensation** – The GMFR Workers Compensation experience factor will increase the Town of Lyman employees Workers Compensation overall experience factor. Fire Chief will investigate with the Maine Municipal Association to determine if GMFR can have its own Workers Compensation insurance policy, so as to not affect the Town of Lyman insurance policy.

**Building for Firefighting Training** – The Turf Farm on Route 111 has made available the Taylor house available for firefighter live burning training, after certification of being asbestos and lead free.

**MMA Safety Grant** – Fire Chief obtained Lyman Selectmen Chair approval to apply for a Maine Municipal Association Safety Grant to purchase a hydrogen cyanide meter for use at fire scenes.

**Out of Drug Box Medications Policy (Directive 2341)** - Dr. Cormier, the Regional Medical Director, and Mr. Bernier, SMMC Pharmacy Director, have approved the GMFR ODB policy which covers the medications carried on the GMFR ambulances.

**FC Administrative Support** – FC Secretary has discussed the FC Clerk position with one person who showed interest in the position. However, there is a conflict with the current timing of the FC meetings (4<sup>th</sup> Thursday of the month). FC Secretary will post the FC Clerk position on the Town websites.

**Executive Session** – FC voted to go into Executive Session per MRSA 405.6 (A), Personnel, at 8:27 pm. No votes were taken in Executive Session, which ended at 8:44 pm, with nothing to report.

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**Next Regular Meeting-** Next regular Fire Commission meeting will be on **Thursday, October 11, 2012, 6:30 pm** at Goodwin's Mills Fire Station, with the major objective of continuing 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 8:45 pm.