

Lyman-Dayton Fire Commission (FC)  
Meeting Minutes September 17, 2015

**Location:** Goodwin's Mills Fire Station

Called to order 6:30pm

**In Attendance:**

Fire Commissioner –FC Jim Roberts, FC Wendell Smith, FC Paul Reynolds, FC Amos Gay

Fire Chief Roger Hooper

FC Clerk- Michelle Ray

Absent: FC Don Hernon

Handouts: PTO chart

Meeting was recorded and will be placed on town websites.

1. FC meeting minutes August 20, 2015 approved
2. PTO pending still need to come up with the formula for accrual; Chief Hooper has submitted a formula that still needs to be reviewed.
3. Annual physical changes pending approval to allow members to see their own doctors.
4. Select Board Chairs have signed the defibrillator financing forms; Chief Hooper will forward to the bank.
5. Engine 83 is in service; the lean to the right is fixed; was level; now there is a slight lean to the left.
  - a. Chief Hooper is working with Pierce to send the truck to a third party to have the suspension looked at; Chief wants it to be seen by a suspension specialist.
  - b. Truck remains in service.
6. Defibrillator:
  - a. Forms have been sent to the bank
  - b. One of the Lifepak15 units has noise issues when using the 12 lead; cables for the unit have been replaced. A technician has reviewed the issue and it is covered under the warranty. A loaner unit will be sent while our unit is being looked at.
7. Ambulance Replacement and Condition

- a. The newest ambulance has more hours and mileage than the older. Rescue 86 has lots of corrosion on the body. Both Rescue 85 and 86 have rust around the windshield and other areas.
  - b. Chief Hooper will take pictures and put together a report.
8. Ladder Truck at East Coast to get a sticker
- a. Needs new brakes, exhaust work and other issues.
  - b. East Coast is putting together an estimate for the work that needs to be done to pass inspection.
  - c. Chief would like to replace with a single axle less complicated truck.
  - d. Chief is looking for replacements used truck.
  - e. If the Ladder can get a sticker, Chief would like to look at selling the truck for more than what he can find a smaller used truck for.
  - f. What are the steps to do this? Can the Selectmen do this? This is what needs to be looked at to proceed. Can we sell the old ladder truck without a replacement truck lined and up keep searching? Chief may call for a special meeting if this happens quickly.
  - g. The money is already in the budget repairs to the Ladder Truck.
  - h. FC Amos Gay feels we need to look at the capital replacement plan and focus on things that are needed ASAP.
9. Station Generator
- a. Still waiting to have the generator looked at looking for a government surplus generator; need to make sure it will be compatible to our switch.
  - b. Generator currently does not work.
10. Lighting Project: Efficiency Maine is out of money; projects on hold.
11. Ladder/Pumper testing
- a. Eastern Fire Apparatus: Working with multiple departments to get a better rate for multiple pumps.
  - b. Ground Ladders were done today – all passed and certified.
12. File Server: Met with GWI
- a. Want to look at collaborative for Lyman, Dayton and GMFD
  - b. Free service with Time Warner will be ending soon; need to find service.
  - c. Server is out of date and can no longer support updates.

- d. GWI can host the server and manage it for us. GWI is putting together a proposal.
13. Full Time Staffing
- a. Zac Storey is going to Sanford Fire Department; Chief has not received a formal letter of resignation as of yet.
  - b. Will interview off the hiring list of four people that was previously compiled.
14. Fire Prevention Week is October 4, 2015
- a. Open House is scheduled for October 6, 2015.
15. Fire Prevention Project
- a. Stove Top Fire Stop; Chief is in the process of installing these in Keyword Manor
  - b. Chief Hooper would like to expand this program.
16. Critical Incident
- a. Suicide/Gun Shot Wound
  - b. Monday September 21, 2015 Critical Incident Debrief has been scheduled for those that were on the call; those who were not on the call are also invited to attend.
  - c. Resources are in place for follow up.
17. EMS/APEMS – July 1, 2015 contract
- a. More hands on with local programs and training.
  - b. Quality Assurance – current program does not give a lot of information.
  - c. APEMS is looking to work with GMFD to get a medical director to work with the department.
  - d. Positive feedback has also been given from other departments.
18. State Police Response Issue
- a. Chief Hooper sent a letter two weeks ago with no reply
  - b. Chief is trying to set up a meeting with the Sergeant in charge of our area.
19. FEMA grants
- a. Micro grants \$25000 or less; if you have not gotten a grant in three years. Can only apply for specific items, equipment, safety, vehicles.
  - b. Chief is looking for gear, 5 inch hose, tank and a rural water valve.
  - c. Looking to request approximately \$24600

- d. Facilities grant to replace the generator. Chief will look at the details based on the age of the facility; will be asking for \$30000
- e. Also looking at a grant to apply for a tanker.
- f. Vehicle and generator grants have a 5% match.
- g. Motion to authorize Chief Hooper to apply for the grants approved.
- h. Forestry Grants; 50% match for this grant is already in the budget. Looking for 1 ¾ inch hose, pagers and foam. Motion to approve Chief Hooper to apply for the Forestry Grant approved.

20. Audit Report

- a. Credit card policy; Chief gave the auditor information on how credit cards are handled internally.
- b. Fire Commission needs to come up with a policy for credit cards.
- c. A letter needs to be sent to the Selectmen to approve to have a credit card for the Fire Department.
- d. Credit cards/invoices need to go through the town.
- e. Chief will put together a draft.
- f. Must have letter and policy to present to the Board.

21. Lyman should appoint a new Fire Commissioner at the next meeting.

22. Next meeting October 22, 2015 will be a joint meeting with the Select Boards. Meeting will be at 6:30pm at GMFD.

23. Adjourn 7:30pm

Minutes recorded by FC Clerk Michelle Ray