

Lyman-Dayton Fire Commission (FC)

Meeting Minutes December 18, 2014

Location: Goodwin's Mills Fire Station

Called to order 6:30pm

In Attendance:

Fire Commissioner – Jim Roberts, Amos Gay, Don Hernon, John Houy, Wendell Smith

Fire Chief Roger Hooper

FC Clerk- Michelle Ray

Lyman Selectmen: John Tibbetts, Ed Sanborn

Absent: Fire Commissioner Paul Reynolds

Handouts:

Expense/Revenue report, Revised Proposed Amendment 4 to ILA; PSAP services, Fire Chief Personnel evaluation process, Preliminary budget for FY15, DDS Electric estimate for upgrading Fire Station lighting

1. Meeting was recorded and will be placed on the Town websites
2. November 20, 2014 Meeting Minutes approved.
3. FC Jim Roberts – Credit Card Policy: Review with the attorney to see if GMFR can have a Credit Card. Recommended the card go through the town.
 - a. Chief advised GMFR has two cards from TD Bank that are in possession of himself and DC Johnston and a Purchase order must be completed for every purchase made. Also have a card for Gas/Diesel which has a pin number for authorized users. Chief will follow up with GMFR Treasurer Lisa Vargas to move all accounts to Gorham Savings Bank where all the other accounts are held.
 - b. Need to put a Credit Card Policy in to effect.
 - c. Chief Hooper will look in to other town's policies to assist in putting together a GMFR policy.
4. REVISED: Proposed Amendment 4 to ILA; PSAP services.
 - a. Each town has already signed a letter for PSAP with City of Biddeford. That contract ends June 30, 2016.
 - b. Motion approved send to revised amendment to Interlocal Agreement to both Towns to authorize the Fire Commission to negotiate PSAP services for both Towns effective upon completion of current PSAP contracts. Objective is to ensure that both Towns receive PSAP services from the same provider. FC Hernon will send a copy to both towns.

5. Review of Fire Chief Personnel Evaluation Process:
 - a. FC Hernon recommended that changes should be made prior to Chief's evaluation for 2014.
 - b. Motion was made and approved to remove Line 3 stating that the FD Treasurer will have input.
 - c. Motion was made and approved to remove from Line 2 FD members and members of the public, only Selectmen and Fire Commission should have input.
 - d. Chief requested to add Professional Development to evaluation.
 - e. Motion made and approved to add Professional Development under section IV
 - f. FC Hernon will revise evaluation form to incorporate these changes, and will send a letter to Select Boards requesting their written input to Chief's evaluation.
6. November Expense/Revenue report review
 - a. Recommended to look at Pharmacy budget and possibly increase for next budget cycle.
 - b. Certain drugs GMFR purchases, others are provided by the hospital.
 - c. Chief thinks the \$1200 pharmacy budget number is good.
7. Preliminary budget for FY15:
 - a. Personnel Cost:
 1. Not sure if there will be an increase to worker's comp
 2. Does not show an insurance increase to last year's numbers.
 3. Reflects pay increase for two full timers over two year step raise and full timer increase to paramedic.
 4. Call Force rates will stay the same.
 5. Need to look at insurance buy out amount; must leave full insurance amount in budget in case employees do not continue with insurance buyout option.
 6. FC Houy: Question how our Full Time rates compare to other departments. Suggested that salaries be reviewed
 - b. Changes from last year:
 1. Equipment Replacement/Acquisition: plugged in Capital Equipment Expenditure
 2. Utilities: added internet service line item for Static IP (\$220 per year) and mobile internet for Rescue 85 & 86 and also one Engine(\$1080 per year with Verizon).
 3. Under Fleet Maintenance: projects added; Body work for Engine 81 (\$2500), maintenance for Ladder 82 (\$6000), and if Rescue 86 is not replaced it will need bodywork.
 4. Operations about a 6% increase.
 - c. FC Hernon will look into admin/clerk pay comparison for FC Clerk/ Town of Lyman Clerk.
 - d. Budget workshop planned for the first week in January 2015.
8. Meeting with State Fire Marshall: Chief Hooper and Captain Lang.
 - a. Chief wants to make we have the right plan in place before doing inspections
 - b. Need to have /scope in place and must have an appeals process
 - c. Still looking into Mass Gathering Ordinance
 - d. Daycare/DHHS ordinance inspections: DHHS will pay the department to go out and do licensure inspections – Chief will reach out to other departments that have done these in the past to find out why they are not doing them anymore.

- e. Information sharing with Fire Marshall office:
 - 1. Fire Marshall will come in without letting the local Chief know. Chief Hooper wants to know what is going on and will work on building a stronger relationship and communicate with the local Marshalls.
 - f. Also want to look at apartments/rental properties: how much can we get involved
 - g. Chief will do more research: want to get something started this winter.
9. Efficiency Maine lighting rebates:
- a. 100% Rebate on the LED Hardware, cost would be labor only for both interior and exterior lighting.
 - b. Efficiency Maine must approve; need to submit proposal
 - c. Look at grouping the Lyman Town Hall, Transfer Station, and GMFD in one; will need to see which way we can get more money back 3 projects or 1 project.
 - d. Even if entire project cannot be done would like to do the Bay lighting to start.
 - e. Chief will need to get more estimates and find out how to proceed; need to money upfront and will have to wait for the rebate.
10. New Business:
- a. FC Houy: Training for Town Employees – asked by the Selectmen.
 - 1. Fire Extinguisher training can be done.
 - 2. Confined Space Training cannot be done.
 - 3. Blood Borne Pathogens – policy is different for Town employees and GMFR employees; would need to look at the requirements.
 - 4. Bureau of Labor Standards has the entire training standard on the BLS website.
 - 5. Station can help with training on certain things like Fire Extinguishers and CPR.
 - b. Letters of Thank you from Biddeford Fire Department and Waterboro Fire Department
 - c. Chief Hooper will be on military leave from Jan 12 – 31, 2015. DC Johnston will be acting Chief. FC Hernon will send a letter to Select Boards informing them of Chief's military leave.
 - d. Incident with heat packs occurred where a patient who was being transported to Maine Medical Center was burnt. The packs were tested at GMFD and found that the temperature of the packs reaches 127degrees. All information was sent to Maine Medical Center and they will forward the information to the manufacturer. Chief is looking for an alternative pack.
 - e. January 3, 2015 Chief Hooper will go over 3 years as Chief. Based on the Regulation 1105, Human Resources Policy he will receive a 2.5% longevity raise.
 - f. FC Hernon would like to offer the EMS update presentation put together by Captain Harris be presented to both Select Boards, in a shorter version.
11. Chief Hooper request for Executive Session.
- a. FC voted to go into Executive Session at 8:59pm per 1MRSA 405(6) A, Personnel Matters, to discuss personnel matters as presented by Fire Chief. 9:32pm FC voted to leave Executive Session, no votes taken, nothing to report.
12. Meeting adjourned at 9:38pm.
13. Next FC Meeting Budget Workshop/Meeting on Wednesday January 7, 2015 6:30pm GMFD.
14. Next regular FC Meeting on Thursday January 22, 2015 6:30pm GMFD.

15. Meeting Minutes Recorded by FC Clerk Michelle Ray