

Lyman – Dayton Fire Commission (FC)

Minutes of Meeting – May 22, 2014

Location: Goodwin's Mill Fire Station

Called to order 6:30 pm

In Attendance:

Fire Commissioner – Wendell Smith, Don Hernon, Amos Gay, Jim Roberts, Jim Sotir, Ray Demers

Lyman Selectmen – Ed Sanborn, George Sutton, John Huoy

Fire Chief Roger Hooper; Fire Commission Clerk Michelle Ray; Tom Hansen, Combined Insurance; Raymond Smith, Minuteman Fire & Rescue Apparatus Inc

Absent: Dayton/Fire Department Treasurer Angela Cushman

Handouts: Combined Insurance Brochure

Minuteman Fire & Rescue Apparatus, Oshkosh Capital handout.

Expense Summary Report

Informational sheets for Staffing the Fire Station 24/7

RFP Rescue-Pumper

Lyman-Dayton FC Protocol for Disposal of Excess Fire Department Equipment

1. Welcome FC Clerk Michelle Ray
2. Combined Insurance presentation – Tom Hanson, Territory Manager  
Combined Insurance offers low cost accident/sickness plans to small businesses, Fire Fighters, EMS personnel, trades people etc. Accident and sickness plan pay money for an injury above regular health insurance. This is a supplemental plan that can be offered to full time, part time, and call force members. All claims handled locally, covers on or off the job injuries. Chief Hooper will be the point of contact for Tom Hanson. Tom will present at GMFD during training, department members and town employees.
3. Minuteman Fire & Rescue Apparatus, Inc. – Raymond Smith, Sales Representative  
Minuteman is a dealership for Pierce Apparatus since 2001. Pierce has been around for 101 years. Finance is offered through Oshkosh Capital, with minimum two years financing. Lyman

and Dayton residents will vote for financing the truck for one year with the cost split between the towns. Will Oshkosh Capital consider one year financing? Does Minuteman have other finance options if Oshkosh Capital is not an option? Ray Smith will follow up with Chief Hooper. Pierce does not have loaner trucks for use while a purchased truck is in production. There is a possibility of a Stock/Demo truck July/August time frame. This option may not contain all the specs that GMFD is looking for. This can be retrofitted to the trucks, but cost depends on where in production the truck is. If truck is Built to Order there will be a pre assembly meeting to verify and finalize that everything is to the specs requested.

4. Letter sent to Wendell Smith FC Chairman from the Department of the Navy, Capt M S Lederer to express thanks and gratitude for support during Chief Hooper's recent deployment. Letter will be forwarded to Boards of Selectpersons for their information.
5. Administrative – Minutes of April 24<sup>th</sup> Meeting, voted to approve.
  - Approval of FC Clerk to work from home.
  - Don presented Maine State Archives: Rules for Disposition of Local Government Records for FC Clerk to begin setting up file retention.
  - Lyman Selectboard would like the FC meetings recorded and placed on Town website; Lyman will provide a recording device for use at FC meetings.
6. Treasurer's Report – Angela Cushman not present.
  - a. Expense Summary Report and Revenue Summary through April 2014 handed out for review.
  - b. Capital Equipment Financing option (currently tabled)
  - c. Status of GMFR related Town Referendum and warrant articles.
    - Follow up of comparison of wording for Town of Dayton Referendum and Town of Lyman warrant articles to make sure the wording is the same.
7. Status of Action Items from previous FC meeting
  - a. FC Secretary – Don Hernon
    - Submittal of April 24<sup>th</sup> meeting documents to Select Boards.
    - Letter to Board of Selectpersons Lyman and Dayton, Maine regarding Fire Chief's Return from Military Leave and Fact Sheet to Support 24/7 Fire Station staffing.
    - Chief Hooper working on a two page informational sheet to cover everything that is being voted on. Put information on the websites and hand outs available at the town halls.
    - Don requested that informational sheets be sent to the Fire Commission and Selectpersons for approval.
    - Make sure that sheets are clear that the additional coverage would be on a per diem basis. (Also need to make clear what Per Diem is).
  - b. FC Jim Roberts – Discussion of possible legal action regarding expenses incurred in the repair of the Fire Station Alarm System. An email was sent with no response, Jim Roberts will follow up.
  - c. FC Amos Gay/Jim Sotir – Capital Equipment Plan meeting changed to June 1, 2014. No progress at this time need to follow up.

d. Fire Chief Roger Hooper

- Resolution of radio communications issue. Trucks are completed, new antennas, cables, connectors, etc. Repeater on Ossipee looking at mid June for replacement. After installation is complete on Ossipee will need to look for problem areas.

Faster response times for mutual aid due to dispatch changes, more joining Biddeford Fire Alarm. FC Don Hernon and Chief Roger Hooper will put together a draft to change Interlocal agreement to ensure both Lyman and Dayton have the same emergency dispatch provider (currently Biddeford). Selectpersons to have to ability to reject any bid, must also include the cost of moving all communications including all Public Safety.

- RFP for replacement Fire Truck – reviewed by all in attendance. Chief will change Service Requirement to Warranty Requirements. Question if a Performance Bond is necessary, Chief will look to reword at the time of contract signing may require Performance Bond.

Question of how much detail will be in the proposal and cost break down, in the RFP will request they provide a crosswalk with all specifications and a table or index. Chief will use a checklist grade for proposals.

If a bid can be locked in with Minuteman by May 31, 2014 price will lock in before the price increase on June 1, 2014.

Chief indicated that at least five manufacturers will submit bids.

Motion passed to allow Chief Hooper to send out RFP on May 23, 2014 with amendments made at FC meeting May 22, 2014.

Chief would like to have proposals before the town meetings, Put a deadline to submit proposals of June 11, 2014.

Lyman Town Meeting June 14, 2014

Dayton Town Meeting June 12, 2014.

- Quarterly Report for 1<sup>st</sup> Quarter 2014

A copy of report was given to all meeting attendants on May 22, 2014. Don will forward to Selectmen.

Run Specifics and EMS report included. Laptop was replaced to improve EMS reporting timeliness.

- Status of pending Grants.

Forestry Grant: VFA paperwork sent last Friday May 16, 2014 to close. Bought 10 lengths of 1-3/4 inch hose and one portable pump. Will get \$1700 reimbursement.

Assistance to Firefighters Grant: have not heard, this grant is for the tanker.

Some grants come with a very short window for submission; there is not always time to wait for the FC meeting for approval to apply.

Chief Hooper will request that the FC Chairman call an emergency meeting of the Fire Commission if a grant comes up with a short time limit.

- Hiring Process for FF/EMT's  
Six qualified and testing applicants, next step is FC interviews. Chief and FC will wait for openings before conducting interviews. Chief will send letters to all applicants.  
One applicant for Call Force failed to Physical Agility test.  
More needs to be done to promote the Call Force.  
Chief Hooper asked for approval to run testing in July for FT hiring, call force members, and students.  
Motion was approved.
  - Two new students were picked for the fall live in program.  
James Gambino from Monmouth, ME  
Brandon Dagneau from Poland, ME  
Orientation will be June 26, 2014  
Yarmouth Fire Academy 3 week program begins July 28, 2014  
Classes begin at SMCC
  - Fire Commission picture  
Chief will get dates and coordinate with the FC.
8. Establish date of next FC Meeting/Adjourn:
- a. Thursday June 19, 2014 at 6:30pm
  - b. Meeting adjourned 9:25 pm

Minutes recorded on May 22, 2014– by Michelle Ray FC Clerk