

**Lyman-Dayton Fire Commission (FC)  
Minutes of Meeting – May 12, 2011**

Meeting held at Dayton Town Hall was called to order at 6:33 pm.

**Present** – Fire Commissioners: Jim Roberts, Ray Demers, Chris L’Heureux, Wendell Smith, Don Hernon; Goodwin’s Mill Fire Rescue (GMFR): President Normand Bilodeau; Dayton resident John Gay.

**Handouts**- Draft Minutes of 4-28-11 FC meeting; FC Action List dated 5-12-11; email from GMFR Chief Carpenter dated 5-12-11, Subject: Grant Update.

**Minutes** - FC members voted to approve minutes of April 28, 2011 FC meeting. FC meeting minutes will be posted on the Lyman/Dayton Town websites.

**Replacement Fire Commissioner for Lyman** – Lyman Selectmen have advertised for a replacement Lyman Fire Commissioner. No replacement has been named as yet.

**Lyman-Dayton Selectmen Meeting of 5-5-11** - The Lyman-Dayton Boards of Selectmen held a meeting on Thursday, May 5, 2011 at the Dayton Town Hall with:

- Lyman-Dayton Boards of Selectmen
- Fire Commission
- GMFR Representatives
- Lyman Town Auditor Ron Smith
- Lyman Town Attorney Bill Dale
- Maine Municipal Association Representative Marcus Ballou

to discuss all aspects of the transition of GMFR to a Municipal Fire Department, with the goal of developing specific actions needed to accomplish the transition process. Dayton Selectmen’s Clerk will provide the meeting minutes.

Important items involving the transition from GMFR to a Municipal Fire Department included:

- Developing/signing a legal agreement between GMFR Corporation and the Towns of Lyman and Dayton stating that the GMFR Corporation will turnover assets to the Town of Lyman, and dissolve the GMFR Corporation. Action - Lyman Town Attorney Bill Dale.
- Developing a personnel policy for the Municipal Fire Department. Action - Lyman Town Attorney Bill Dale.
- Interviewing Municipal Fire Chief Candidates and recommending a Municipal Fire Chief to the Lyman-Dayton Boards of Selectmen. Action – Fire Commission, after the legal agreement between the GMFR Corporation and the Towns of Lyman and Dayton is signed and the Municipal Fire Department Personnel Policy is approved.
- Completing and closing the federal FEMA grants for the modernized GMFR Fire Station and the acquisition of new firefighter air packs.

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**Don Hernon** will check with the Lyman Selectmen to determine progress by the Lyman Town Attorney.

**Physical Agility Test (PAT) for Municipal Fire Chief Candidates** – FC noted that the PAT was listed as a requirement in the advertisements for the Municipal Fire Chief position. The PAT was administered by GMFR to recent candidates for a fulltime firefighter position. There was a discussion about potential liability issues if the PAT is administered to Municipal Fire Chief candidates. The FC voted (four in favor; one opposed) to continue the requirement for the PAT for the Municipal Fire Chief. The potential liability issue will be reviewed with the Town Attorneys.

**Don Hernon** will review the GMFR PAT form, and revise it for use by the FC.

**Municipal Fire Chief Interviews** – As noted above, the FC will proceed with interviews of Municipal Fire Chief Candidates only after the legal agreement between the GMFR Corporation and the Towns of Lyman and Dayton is signed, and the Municipal Fire Department Personnel Policies are approved. This means that the interviews will probably be delayed until June/July, with a revised starting date for the Municipal Fire Chief of September 2011 or later.

**Municipal Fire Chief Applications** – **Jim Roberts** has custody of the Fire Chief applications in a locked cabinet in the Dayton Town Hall.

**Municipal Fire Department Personnel Policies** – As noted above, the Lyman Town Attorney agreed to draft these policies. **Don Hernon** checked with Waterboro and Buxton Fire Departments to determine if they have a Fire Department Personnel Policy to use as a guide. No material has been received as yet.

**GMFR Regulations** – The FC discussed adopting the GMFR Regulations for initial use by a Municipal Fire Department until the Municipal Fire Chief (once hired) is available to review and possibly modify the GMFR Regulations for Municipal fire department use. FC members will review the GMFR Regulations.

**Municipal Fire Department Startup Funds and Other Financial issues** – The FC noted that the Towns of Lyman and Dayton allocated funds for the startup of the Municipal Fire Department. Also, a new Federal Identification number and a Rescue Billing number are needed for the Municipal Fire Department.

**Don Hernon** will check with the Lyman Town Treasurer to determine how much money is remaining in this account, and the status of obtaining the numbers.

**FC Action List** – The FC Action list was not discussed at the FC meeting.

**Next Meeting** – Monday, May 23, 2011, 6:30 pm at the GMFR Fire Station.

**Adjourned** - Meeting adjourned at 8:50 pm.