

Lyman-Dayton Fire Commission (FC)
Minutes of Meeting – January 25, 2011

Meeting held at Dayton Town Hall was called to order at 6:35 pm.

Present – Fire Commissioner: Jim Roberts, Ray Demers, Chris L’Heureux, Don Herson; Lyman Town Treasurer Carol Sanborn; Dayton residents John Gay and Mike Polakewich. Absent – Fire Commissioner George Sutton, Wendell Smith.

Minutes - FC voted to approve minutes of January 11, 2011 FC meeting. FC meeting minutes will be posted on the Lyman/Dayton Town websites.

Municipal Fire Chief Advertisement - There was a discussion of the Municipal Fire Chief advertisement that was run on Sunday January 23, 2011 in four newspapers: Boston Globe, Maine Sunday Telegram, Lewiston Sun-Journal and New Hampshire Union Leader for an approximate total cost of \$2012, with the newspaper advertisement bills going to the Lyman Selectmen’s Clerk for payment. The FC approved the newspaper advertisement and associated Municipal Fire Chief Job Description at the January 11, 2011 FC meeting. Approval to run the advertisement was received by George Sutton and Don Herson at the Lyman Selectmen’s meeting on January 18, 2011, with the understanding that the Lyman Selectmen would inform the Dayton Selectmen of the cost/content of the advertisement and the associated Municipal Fire Chief Job Description. Due to scheduling issues, the Dayton Selectmen were not informed of the cost of the advertisement until after the advertisement was run in the newspapers.

Staffing issue - There was a discussion of the hiring of a replacement GMFR firefighter for a firefighter who has been recalled to active military duty in March 2011. George Sutton received approval from the Lyman Selectmen at their January 18, 2011 meeting, and notified GMFR Fire Chief Rodney Carpenter to proceed with the hiring of a replacement firefighter immediately so as to provide training and minimize any lapse in firefighter/EMT coverage. FC members noted that there was another GMFR firefighter out on disability, and that there may be an issue if/when all firefighters return to duty with the potential for four firefighters available for three positions.

FC Bylaws – FC members reviewed draft FC Bylaws, dated January 25, 2011. The FC bylaws will be voted on at the next FC meeting. (Note – copies of these Bylaws have been emailed to absent FC members.)

Municipal Fire Chief Hiring Process – General hiring process material available on the Maine Municipal Association website includes:

- Overview of the Hiring Process
- Maine Human Rights Commission Human Pre-Employment Inquiry Guide
- Sample Interview Questions (copies provided)
- Sample Employment Interview Analysis

There was discussion on the hiring process including opening of the Fire Chief Applications (per the newspaper advertisements, to be sent to Lyman Town Hall attention George Sutton, with an application deadline of February 15, 2011); review of the applications to determine which candidates should be

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invited for an interview; developing a set of questions to asked of each candidate interviewed; a method of ranking the candidates interviewed; and the method of recommending candidates to the Boards of Selectmen for hiring as Municipal Fire Chief. Ray Demers will investigate the Biddeford/Saco public safety hiring process for useful material.

FC Action List – FC members reviewed a draft Action List with items for accomplishment by the FC, , GMFR and the Lyman/Dayton Selectmen, noting several items that have been accomplished. The FC members agreed to use the Action List for internal FC tracking purposes.

Municipal Fire Department Budget – Carol Sanborn provided information on the potential cost of setting up a separate TREO (sp?) module for the Municipal Fire Department, which will require module development/data entry and training for the Treasurer and assistant. The FC members agreed that a separate module is preferred, especially since the Municipal Fire Department accounting function (currently being developed by the Lyman Town Treasurer) could be transferred to the Dayton Town Treasurer. Lyman Selectmen are currently discussing how to provide staffing for the Municipal Fire Department accounting function. FC members noted the need for meetings among Town Treasurer, GMFR Budget Personnel, and FC members after the Lyman Selectmen's decision.

It was noted that the Lyman/Dayton Budget Committees will be reviewing the GMFR Budget for 2011/2012 on Thursday February 10th. FC members want to review this budget before the meeting with the Budget Committees. (GMFR Fire Chief Rodney Carpenter requested by email on 1/26/11 to review this budget with the FC at the 2/8/11 FC meeting.)

It was noted that Maine Municipal Association representative Marcus Ballou will be hold a meeting on Tuesday, February 1, 2011 at 3 pm in the Lyman Town Hall to discuss the cost of insurance once the GMFR becomes a Municipal Fire Department. Representatives from GMFR; Lyman/Dayton Budget Committees; Lyman/Dayton Town Treasurers; Lyman/Dayton Selectmen; and the Fire Commissioners have been invited to attend.

GMFR Benefits Package – George Sutton discussed a summary of a comparison of the current GMFR benefits with the Lyman Town Employees benefits, with the Lyman Selectmen at their January 18, 2011 meeting. Per Lyman Selectmen request, George asked GMFR Fire Chief Rodney Carpenter to provide a copy of the complete GMFR benefits package to the Lyman Selectmen. FC members requested that a similar GMFR benefits package be provided to the Dayton Selectmen. (Requested of Chief Carpenter by email on 1/26/11)

Interlocal Agreement Copies – Copies of the "INTERLOCAL AGREEMENT BETWEEN TOWNS OF LYMAN AND DAYTON FOR JOINT OPERATION AND MANAGEMENT OF FIRE AND EMERGENCY RESCUE SERVICES" signed by Lyman/Dayton Selectmen and dated 12/20/11 were provided.

Next Meeting – Tuesday, February 8, 2011, 6:30 pm at the Dayton Town Hall.

Adjourned - Meeting adjourned at 8:13 pm.