

Lyman-Dayton Fire Commission (FC)
Minutes of Meeting – February 8, 2011

Meeting held at Dayton Town Hall was called to order at 6:40 pm.

Present – Fire Commissioners: Jim Roberts, Chris L’Heureux, Don Hernon; Lyman Town Treasurer Carol Sanborn; Dayton Selectman Mike Polakewich, Dayton resident John Gay. **Absent** – Fire Commissioners: George Sutton, Wendell Smith, Ray Demers.

Minutes - FC voted to approve minutes of January 25, 2011 FC meeting. FC meeting minutes will be posted on the Lyman/Dayton Town websites.

FC Bylaws – FC members reviewed draft FC Bylaws, dated February 8, 2011. **Jim Roberts** stated that he has some comments. 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 – Carol Sanborn stated that nine applications for Municipal Fire Chief Position have been received to date.

A handout “Hiring Process-Municipal Fire Chief” dated February 8, 2011 was provided for FC review and approval. Discussion of the handout and the hiring process included:

- If possible, have a guest Fire Chief from another town participate in the Municipal Fire Chief interviews to provide additional firefighting expertise. The guest Fire Chief will be a non-voting member of the interview board. Don Hernon was requested to contact Waterboro Fire Chief **Matthew Bors** (President , York County Fire Chiefs Association) for assistance.
- Obtain employment application checklist samples from the Town of Lyman and Goodwin’s Mills Fire Rescue.
- Obtain medical physical examination information from Goodwin’s Mills Fire Rescue.
- The Municipal Fire Chief Application deadline as stated in the newspaper and online advertisements is February 15, 2011. FC members determined that any application postmarked on or before this date is eligible for consideration; therefore, it will be necessary to allow a few days after this date to assure all applications are received. Applications will be opened at a regular FC meeting.
- Provide a copy of the approved Municipal Fire Chief Hiring Process to the Boards of Selectmen and GMFR members for their information.
- **Don Hernon** will update the “Hiring Process-Municipal Fire Chief” handout, and make it available for FC review.

Opening Municipal Fire Chief Applications – to be done at the next regular FC meeting.

FC Action List – FC members reviewed the Action List dated February 8, 2011 with the following comments:

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- **GMFR Audit Process** – FC voted to send a letter to the Lyman/Dayton Boards of Selectmen requesting that the Selectmen take the following actions:
 - Determine which Town of Lyman employee will serve as the Treasurer for the Joint Fire-Rescue Department.
 - Determine which accounting software package will be used for the Joint Fire-Rescue Department.
 - Determine which accounting firm will be used to audit the GMFR financial records for a specified number of past fiscal years to establish a financial basis for turnover to a Municipal Fire Department.
 - Note – **Don Hernon** sent a letter from the FC dated February 9, 2011 to the Lyman/Dayton Boards of Selectmen requesting the above actions be taken.

Municipal Fire Department Budget – GMFR Fire Chief **Rodney Carpenter** made a presentation on GMFR Budget for fiscal year 2011/12, with a comparison to fiscal year 2010/2011, including:

- List of accounts showing impact of Rescue Services on line items.
- Employee Pay Plan as of 7-1-2010, showing base pay and incentives for advanced qualifications.
- 2011-2012 Forecasted Full Time Personnel Budget, showing hourly rate, weekly gross, annual gross, health insurance, vacation coverage, sick coverage, retirement, holiday pay, clothing allowance, payroll taxes, off duty training, and call back/late runs. FC questioned the cost of health insurance. Chief Carpenter will verify the estimated health insurance cost.
- Capital Accounts listing.
- Hourly Pay Rate Schedule for GMFR members, showing an average hourly pay rate (base pay plus incentives) of \$12.58.
- Budget for Call Company Hours.
- Cost of converting Volunteers to Call Company Part Time Employees.

It was noted that the Lyman/Dayton Selectmen and Budget Committees will be reviewing the GMFR Budget for 2011/2012 on Thursday February 10th at 6pm.

GMFR Personnel Policies – **Carol Sanborn** requested a copy of the GMFR personnel policies for use by the Board of Selectmen. GMFR Fire Chief **Rodney Carpenter** will have a copy printed on February 9, 2011 at the GMFR Fire Station for Carol to pick up.

Next Meeting – Date for the next meeting was discussed, with a tentative date of Thursday, February 24, 2011, 6:30 pm at the Dayton Town Hall. Alternative date is Tuesday, March 1, 2011. **Don Hernon** will check FC member availability for these dates by email.

Adjourned - Meeting adjourned at 8:13 pm.