

**Lyman-Dayton Fire Commission (FC)
Minutes of Meeting – February 24, 2011**

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

Present – Fire Commissioners: George Sutton, Jim Roberts, Wendell Smith, Ray Demers, Chris L’Heureux, Don Hernon; Lyman Town Treasurer Carol Sanborn; Lyman Selectmen Leo Ruel, Paul Fecteau; Dayton Selectman Mike Polakewich.

Handouts- Draft Minutes of 2-8-11 FC meeting; FC Letter dated 2-9-11 to Lyman-Dayton Boards of Selectmen, Subject: Requested action for transition of financial activities for Goodwin’s Mills Fire Rescue (GMFR) to become a Municipal Fire Department; Draft FC Bylaws dated 2-10-11; FC Action List dated 2-24-11.

Minutes - FC voted to approve minutes of February 8, 2011 FC meeting. FC members stated that they felt it was not necessary to sign the minutes after voting approval. FC meeting minutes will be posted on the Lyman/Dayton Town websites.

FC Bylaws – FC members reviewed draft FC Bylaws, dated February 10, 2011, and accepted them after modification to Section 10, Definitions, Fire Chief. The FC Bylaws will be sent to the Lyman-Dayton Boards of Selectmen for comment. (Note – Cover Letter/Bylaws were emailed to Boards of Selectmen on February 26, 2011)

Municipal Fire Chief Hiring Process – Don Hernon stated that he had contacted Waterboro Fire Chief Matthew Bors (President, York County Fire Chiefs Association) for assistance in the interviewing process. Chief Bors stated he would try to have a Fire Chief participate (as a non-voting member) in the interviews, once a schedule of interviews was established. Ray Demers stated he would contact Ray Parent, retired Sanford Fire Chief, to see if he could participate (as a non-voting member) in the interviews.

Municipal Fire Chief Applications – Leo Ruel provided 22 sealed Municipal Fire Chief Position applications that were received at the Lyman Town Hall in accordance with the newspaper/website advertisement. George Sutton opened the applications while Chris L’Heureux recorded information on check sheets prepared by Jim Roberts.

It appeared from the initial review that five of the 22 applicants did not submit a letter of intent, or did not have the required five years of fire service management experience stated in the advertisement as a requirement for the Fire Chief position. Jim Roberts took custody of the Fire Chief applications at the end of the meeting for storage in a locked cabinet in the Dayton Town Hall.

Detailed review of the Fire Chief applications will begin at the next FC meeting.

GMFR Audit Process – Per FC direction, Don Hernon sent a letter from the FC dated February 9, 2011 to the Lyman-Dayton Boards of Selectmen requesting action be taken to assist in the transition of financial activities from GMFR to Municipal Fire Department (copy of letter provided at meeting). Boards of Selectmen are planning a workshop to discuss Fire Department Treasurer, accounting software, and audit of GMFR fiscal year financial records.

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Municipal Fire Department Budget – GMFR Fire Chief **Rodney Carpenter** made a presentation on the GMFR Budget for fiscal year 2011/12, to the Lyman-Dayton Selectmen and Budget Committees on Thursday February 10th at the Lyman Town Hall. As a follow-up to the presentation, at the request of Lyman-Dayton Boards of Selectmen and Budget Committees, Chief Carpenter provided a detailed GMFR expense report for July 2009 through June 2010 for their review at a meeting on Monday, February 28, 2011, 6 pm at the Dayton Town Hall. Fire Commissioners are invited to attend.

MMA Insurance – Maine Municipal Association representative **Marcus Ballou** hosted a meeting at the Lyman Town Hall on February 1, 2011 at the Lyman Town Hall to initiate discussions on combined insurance requirements for Town of Lyman/Municipal Fire Department. It was stated that a detailed list of GMFR equipment values is needed for Mr. Ballou to provide an insurance estimate. **George Sutton** will follow up with Mr. Ballou/GMFR to obtain the necessary data.

FC Action List – FC members did not review the Action List dated February 24, 2011.

Next Meeting – Tuesday, March 1, 2011, 6:30 pm at the Dayton Town Hall.

Adjourned - Meeting adjourned at 9:10 pm.