

Lyman-Dayton Fire Commission (FC)
Minutes of Meeting – April 5, 2011

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

Present – Fire Commissioners: Jim Roberts, Wendell Smith, Ray Demers, Chris L’Heureux, Don Hernon.

Absent –Fire Commissioner George Sutton.

Handouts- Draft Minutes of 3-29-11 FC meeting; Draft Supplemental Personnel Policy for Municipal Fire Department Employees; GMFR Regulation 1173, Full-Time Employee Wages & Benefits; GMFR Regulation 1174, Full Time Employee Physical Agility (PAT); SMCC Public Safety Live-In Student Program information; FC Action List dated 4-5-11; Lyman Town Attorney (W. Dale) email of 3-31-11, Lyman Warrant Articles.

Minutes - FC voted to approve minutes of March 29, 2011 FC meeting. FC meeting minutes will be posted on the Lyman/Dayton Town websites.

Replacement Fire Commissioner for Lyman - FC Letter was sent to the Boards of Selectmen on 3-25-11, requesting a replacement Fire Commissioner for Lyman. **Don Hernon** attended the Lyman Board of Selectmen’s meeting on 4-4-11, and reinforced the need for a replacement Fire Commissioner. FC decided to remove the absent Lyman Fire Commissioner from future emails and other correspondence.

GMFR Audit Process –The Lyman Town Auditor (RHR Smith & Company) started the audit of GMFR accounting records on 3-21-11; no report yet. FC would like to receive a copy of the audit report when issued. GMFR Treasurer provided the GMFR Code of Accounts to the Lyman and Dayton Treasurers, RHR Smith Auditor and Fire Commissioners on 3-30-11.

Municipal Fire Chief Applications – FC has previously determined to interview the most qualified candidates. **Jim Roberts** has custody of the Fire Chief applications in a locked cabinet in the Dayton Town Hall.

Municipal Fire Chief Interviews –Depending upon progress with other Municipal Fire Department transition issues, the interviews will be scheduled in May /June 2011 time frame. FC members are reviewing at list of Municipal Fire Chief employment expectations (what the FC expects from the Fire Chief) to discuss with Municipal Fire Chief candidates during interviews.

Municipal Fire Department Personnel Policies - FC reviewed the Lyman Municipal Employees Personnel Policy, the Draft Supplemental Personnel Policy for Municipal Fire Department Employees, GMFR Regulation 1173, Full-Time Employee Wages & Benefits, and the Interlocal Agreement of December 2010. FC noted that the Lyman Municipal Employees Personnel Policy Manual requires many changes to accommodate Municipal Fire Department employees. FC believes that the Interlocal Agreement delegates responsibility to the FC under Article 3.4 Powers and Functions to manage Municipal Fire Department policies, including Personnel Issues.

The FC decided to send a letter to the Lyman Board of Selectmen, copy to the Dayton Board of Selectmen, requesting that the Lyman Selectmen add a statement to the Lyman Municipal Employees

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Personnel Policy that the FC is responsible for the development/approval of the Municipal Fire Department Personnel Policy.

FC decided to request that the Lyman Board of Selectmen approve two weeks' vacation for the Municipal Fire Department Fire Chief, so that the FC may offer this incentive to the selected candidate. The Fire Commission felt that the current Lyman Personnel Policy of no vacation for the first year of service is too restrictive for the responsible position of Municipal Fire Chief. (Note: After electronic review by FC members, the letter was sent to the Boards of Selectmen on 4-8-11.)

Possible Discussion with GMFR Employees – FC agreed that any revisions to the Lyman Employee Personnel Policies should be resolved before meeting with GMFR employees.

GMFR Possible Use of SMCC Fire Science College Students – Don Hernon attended a quarterly Users Group meeting in Waterboro on March 30th to obtain information on this program, and provided a handout to the FC. The student selection process is scheduled for May 20/21, 2011, and GMFR may accept up to two live-in students.

FC Files and Printer Support – Don Hernon has started hard copy files of FC records in a locked fire resistant file cabinet in the Lyman Town Hall. He has also requested the Town of Lyman provide printer ink cartridges for his use in printing FC information on his home computer.

GMFR Physical Ability Test – The Municipal Fire Chief job description states that the selected candidate must “satisfactorily pass pre-employment and annual Physical Ability Test (PAT), as detailed on website www.gmfd.org. FC decided to review National Fire Protection Standards to determine PAT requirements, and to check with GMFR to determine how the current PAT is performed.

FC Bylaws – FC letter of 2-26-11 to the Lyman and Dayton Boards of Selectmen provided a copy of the FC bylaws for Selectmen review and asked for comments or a statement of “no comment”, by 3-28-11. No written response from the Boards of Selectmen has been received. Don Hernon asked the Lyman Selectmen at their meeting on 4-4-11 if the Selectmen had any comments on the FC Bylaws; verbal answer was “no comments”.

FC Action List – FC reviewed the Action List dated 4-5-11, and requested some changes.

Next Meeting – Thursday, April 21, 2011, 6:30 pm at the Dayton Town Hall.

Adjourned - Meeting adjourned at 8:12 pm.