

**Lyman-Dayton Fire Commission (FC)
Minutes of Meeting – April 21, 2011**

Meeting held at Dayton Town Hall was called to order at 6:32 pm.

Present – Fire Commissioners: Jim Roberts, Ray Demers, Chris L’Heureux, Don Herson. **Absent** –Fire Commissioner Wendell Smith.

Handouts- Draft Minutes of 4-5-11 FC meeting; FC Letter to Lyman Board of Selectmen dated 4-8-11, Subject: Municipal Fire Department Personnel Policies; Draft FC Expectations for Municipal Fire Chief dated 4-11-11; FC Action List dated 4-10-11.

Minutes - FC voted to approve minutes of April 5, 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.

GMFR Audit Process –The Lyman Town Auditor (RHR Smith & Company) will present results of the audit of GMFR accounting records on 4-26-11 at 6 pm at the Lyman Town Hall to the Lyman/Dayton Boards of Selectmen. Fire Commissioners have been invited to attend.

Municipal Fire Chief Applications – FC Secretary received an email from one out of state Municipal Fire Chief Candidates, stating that he is withdrawing his name from consideration, citing salary level and travel expenses associated with the interview process, as reasons. **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 reviewed a draft list of Municipal Fire Chief Employment expectations (what the FC expects from the Fire Chief) to discuss with Municipal Fire Chief Candidates during interviews. Additional discussion is needed.

Municipal Fire Department Personnel Policies - FC sent a letter dated 4-8-11 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 Personnel Policy that the FC is responsible for the development/approval of the Municipal Fire Department Personnel Policy, and also requested 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.

(Note - FC has requested that the Boards of Selectmen discuss Municipal Fire Department Personnel Policies with the FC after the GMFR audit meeting on 4-26-11.)

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 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

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requirements, and to check with GMFR to determine how the current PAT is performed. **Chris L'Heureux** will follow up on this item.

FC Action List – FC reviewed the Action List dated 4-10-11, and noted that some information is needed from GMFR.

GMFR Representatives at FC Meetings – FC discussed items that need GMFR input. **Don Hernon** will prepare a list of these items, and **Jim Roberts** will contact GMFR to request a representative at the next FC meeting.

GMFR Possible Use of SMCC Fire Science College Students – It was noted that the April 20, 2011 Reporter weekly newspaper contains information on the Alfred Fire Department's use of SMCC Live-in students.

Next Meeting – Thursday, April 28, 2011, 7:00 pm at the Dayton Town Hall.

Adjourned - Meeting adjourned at 8:40 pm.