

Lyman-Dayton Fire Commission (FC)

Meeting Minutes January 19, 2017

Location: Goodwin's Mills Fire Station

Called to order 6:30pm

In Attendance:

Fire Commissioner –FC Jim Roberts, FC Don Hernon, FC Chris Boyden, FC Amos Gay, FC Paul Reynolds, FC Wendell Smith

Fire Chief Roger Hooper

FC Clerk- Michelle Ray

Lyman Selectman Jeff Demers (part time)

1. FC Regular meeting minutes December 15, 2016 approved as amended.
2. FC Don Hernon will bring copies of the FC files to Town Select Board clerks to be copied to the town hard drive. Files in the cabinet are in order by year. Personnel/Confidential files are not placed on the Drop Box. Executive session and Investigations are in sealed envelopes at the Fire Department in the FC locked cabinet.
3. Reg. 1104 Complaint/Compliment Reporting and Investigation Procedures – Reg. 1104 states that employee can appeal to the Select Boards. Question as to Reg. 1104 being in compliance with the Interlocal Agreement; Interlocal Agreement and Personnel Policy are linked. FC Gay feels that Reg. 1104 needs to be split in to three; Complaint Reporting, Compliment Reporting, and Investigation Procedures.
4. Reg. 1311 Fees for Fire Apparatus, Equipment, and Services – FC signed and sent to both Select Boards on December 18, 2016 for review. Dayton has signed the original, but needs to review the updates.
5. Reg. 1402 Internet Usage – Added the Imagery piece to Reg. 1402, Chief Hooper is looking for a signed copy. FC Hernon has to review comments from David Ordway.
6. Use of Fire Station for GMFRA events – Chief Hooper has not spoken to the Select Boards yet.
7. Treasurer's Report –
 - a. Worker's Comp. – one more payment, January's payment may not have been made at the time of the reports.
 - b. Heating Oil – currently in the middle of the season
 - c. 1201 New Capabilities – this line is set up to use for unexpected expenses; something breaks, unexpected mandate of items that need to be purchased.
 - d. BLS/HAZMAT training is paid by the state, does not come out of the station training budget.

8. Fire Dept. Capital – Defibrillator lease payment, Stretcher and Knox box for new ambulance, and completion of radio repeater project.
9. Ladder 82 is back in service and certified. Pump packing not replaced, there is a crack in the pump manifold; the pump does work. Chief will have the pump tested. \$16,000.00 has already been put in to Ladder 82 this year. Chief Hooper feels that this truck is too expensive to maintain and that this truck is too big for the needs. Chief Hooper would like to replace with a Quint Aerial. There are currently minimal drivers that are qualified to drive Ladder 82. Looking at approximately \$900,000.00 for a new replacement. Chief would like to put Ladder 82 on the market but needs to have a replacement plan in place. Tanker truck is more critical to replace. Approximately \$400,000 to 450,000.00 for a new pumper tanker to replace both Freightliners. Chief Hooper thinks we need to finance an aerial and pumper using the money in the truck fund to cover the payments (lease/purchase). FC Gay thinks it makes sense to buy a used ladder and a new tanker.
10. Engine 83 has new rear brakes; looking to see if Pierce will warranty them. Service has been done regularly by a Pierce approved mechanic. No corrosion was reported in August.
11. Union presentation – Lt. Phil Daniels was not available to present. Need to see if anything is in the interlocal agreement. Three full timers have spoken with Union reps.
12. Roles for Fire Commission presentation to SelectBoards – a copy of the slides have been sent to the SelectBoards by Chief Hooper. Fire Commission was also give a copy. Chief Hooper also feels that the large size of the budget committee needs to be divided in to sub committees. No votes were taken at the January 12th SB meeting on the roles of the FC.
13. MX207 – Chief Hooper, Assistant Chief Harris, Waterboro FD, NorthEast Ambulance and MX207 had a meeting. MX207 is required to have a paramedic and transport on scene during races. Discussed how to get on scene around all the chaos, race, etc. Work on streamlining the process of what they need on scene for staffing, apparatus, and equipment. Conference calls will be arranged before all sanctioned races to pre plan. The on scene paramedic for NorthEast will call directly to fire alarm. Meeting points will be set up. NorthEast has the GMFD radio frequency to talk directly while GMFD staff is enroute. Also discussed holding a mass casualty drill at MX207.
14. Grants:
 - a. VFA – received a letter, did not receive the full amount requested, received about \$1360.00 and this was a matching grant. This is enough to buy parts for three hydrants, maybe four. Town Hydrant Money will go in to rollover accounts.
 - b. Firehouse Subs – did not receive this grant, March 1, 2017 is the next grant round.
 - c. Firefighter Support Foundation - \$4500.00 granted to purchase thermal imaging camera; check already received.
15. 2018 Budget Proposal – copy handed out to FC members
 - a. Personnel – asking for \$88,000.00 to have two staffed overnight. May have a difficult time to cover additional per diem shifts. Full time can work 106 hours in a 14 day

- period before having to pay overtime. Kelly day reduces that; would need \$17,000 to cover the overtime or \$13,000 for per diem coverage.
- b. Operation Budget is flat; uniforms have been taken out of personnel and moved into operations.
 - c. Medical Supplies – increased \$400.00; starting July 1, 2017 will no longer receive meds from the hospital, we will need to stock and supply our own. We already bill for Paramedic intervention to cover the cost. This could all change with possible changes to the Affordable Care Act.
 - d. Utilities – telephone and internet combined. Chief Hooper is asking for the town to provide him with a cell phone for business use.
 - e. HVAC – covers the Mechanical Services contract.
 - f. Increase in Defibrillator lease; warranty needs to have Physio calibrate. \$3000.00 is the contract cost.
 - g. Information Systems – Computer and radio maintenance.
 - h. Capital - \$100,000.00 truck fund; never had an ambulance fund until last year. Requesting to start a fund.
 - i. Capital Equipment Fund – this is a 20 year plan. \$32,000.00 yearly keeps this fund in the black until 2029.
 - j. Apparatus – Ladder, Quint, tanker and vehicle for Chief; operational uses and benefits.
 - k. Facilities/Equipment - \$7500.00 for energy efficiency upgrades to the station; hot water heater, weather sealing etc.
 - l. Staffing Plan and Apparatus Plan – handouts given to FC for review. Can we staff just an EVO on the night shift to save cost? Chief does not want to have just a driver; may need FF help or help in the back of the ambulance. Need to have someone more qualified than just a driver. Currently having trouble filling some of the per diem shifts. One of the program per diem lines is vacant. At this time have not gone outside the department to cover per diem shifts, but may need to look at this option.
16. Next regular meeting February 16, 2017. Budget review at next regular meeting before sending to Budget Committee and Select Boards.
17. **Executive Session** - at 8:06 pm FC voted to go into Executive Session per MRS Title 1 Chapter 13, Section 405.6.A, Personnel Issue. 8:27 pm; FC out of Executive Session; no votes taken; nothing to report.
18. **Corrective Action Memo** – FC voted to accept Corrective Action Memorandum to Record for GMFR Christopher Ray’s Incident on September 13, 2016, as amended. In this Memorandum it is noted that there is ongoing action by the FC to review LDFC Regulation 1104, Complaint/Compliment Reporting & Investigation vs. the requirements of the GMFR Personnel Manual to ensure compatibility.
19. **GMFR Employee Low Activity** – Seven call force employees were noted as not meeting minimum GMFR activity standards. **Action Taken:** Two employees resigned; four employees were terminated by vote of the FC; one employee’s activity level needs better documentation before further action is taken.

20. **Fire Chief's Longevity Pay Raise** – FC approved a 2% pay raise for Fire Chief Hooper as of January 5, 2017, based on five years' longevity. FC Secretary will send a letter to Lyman/GMFR Treasurer regarding the pay raise.

21. **Fire Chief's Annual Personnel Evaluation** – FC voted to change the Fire Chief – Performance Measurement Form, as follows:

1. Instructions – Item 3 – Change “in the month of January” to “annually”
2. Delete Performance Rating Category “5 - Exceeds requirements” leaving Categories 1-4.
3. Delete Evaluation Items IV. E. “Professional Development” and V. C. “Employee Performance Evaluations”, leaving 25 evaluation items with a maximum possible score of 100.

22. FC Secretary will send a letter to Select Boards requesting their written input on Chief Hooper's performance by April 1, 2017.

23. **Adjourned** - Meeting Adjourned at 8:39 pm.

Minutes recorded by FC Clerk Michelle Ray