

Lyman-Dayton Fire Commission (FC)  
Special Meeting Minutes January 31, 2018

**Location:** Goodwin's Mills Fire Station

Meeting recorded

**In Attendance:**

Fire Commissioner – FC Don Hernon, FC Amos Gay, FC Chris Boyden, FC Jim Roberts, FC Ray Demers

Fire Chief Roger Hooper

FC Clerk- Michelle Ray

Treasurer Lisa Vargas

Absent: FC Wendell Smith

Called to order 6:30pm

1. FC meeting minutes January 18, 2018 approved as amended.
2. Personnel Budget
  - a. FC Gay recommended a \$100.00 per week salary increase for Fire Chief Hooper. Recommendation was based on information of surrounding areas. Current salary is \$58,110.00. Also recommends a 2% Cost of Living increase for all.
  - b. On Chief's spreadsheet \$376,618.66 Salaries/Wages total includes the 2% COLA. Need to put in step raises for full time employees Phil Daniels and Jake Cole.
  - c. 2% COLA was added to the total over all personnel line, not each line individually. Treasurer Vargas will go in and adjust each line to reflect the COLA raises and step raises for LT Daniels and FF Cole.
  - d. Storm coverage and incidents are based on an average of last two years. FC Demers suggested looking back three to five years for an average.
  - e. First six months calculated higher than the last six months due to holidays.
  - f. Motion Fire Commission to recommend \$100.00 per week increase/\$5,200.00 per year for Fire Chief's salary. Approved
  - g. Call force does not receive step raises, only full time employees.
  - h. FC Roberts – 2% COLA raise should include call force, trainings. Etc.
  - i. 2% COLA raise would be based on the base rate.

- j. \$475,004.48 new salary including Fire Chief Increase, 2% COLA raise and longevity raise.
- k. Medical Director is not included in the 2%; his would need to be renegotiated.
- l. Part time Duty Officer on Call – officer on call Friday, Saturday and Sunday for Supervisor to oversee when Chief Hooper is off. Officer on Duty would handle call outs, make decisions, etc. Motion to include Part Time Duty Officer to cover weekends – Approved
- m. Part Time EMS Quality Assurance – this person would look over run sheets, drug logs, etc.; if anything needs to be brought to the attention of the Medical Director. This would only require a few hours a week. FC Demers recommends trying to use Full Time staff first instead of adding. Chief would like to get the QA process off the ground and feels it needs to be separate from the Full Time duties. Addition to the budget would be \$756.00. Motion Fire Commission to include EMS QA line in budget recommendation. – Approved
- n. Full Time Overtime and Call Back line – changed to include overtime. Line is figured at an overtime rate. Motion to include FT & Call Back line – Approved.
- o. FC recommendation \$475,004.48 includes everything except additional personnel. 4.8% increase over last year. Motion to accept – Approved.
- p. Add Overnight Per Diem \$70,674.24 – FC Hernon thinks if FC recommends should recommend as a separate article. Average is \$16.71 per hour for overnight line, 12 hours per day X 365 days (84hours per week). Chief’s priority is to get second person on at night to see what kind of strain it puts on the per diem pool. FC Demers ask what the difference would cost to get a full time person to cover over a per diem. Chief explain that it would take 2 full time to cover and a few extra days. Motion FC to recommend adding an overnight per diem line as a separate article - Approved.
- q. Convert Kelly Day Per Diem to Full Time – would add benefits to the current per diem line \$12,310.00 is the cost of Benefits, etc. Kelly day is already in the budget would just need to add benefits to the line. Motion FC not recommend Kelly Day to Full Time – Approved.

### 3. Operations Budget

- a. Medical Supply – no change over current year. Motion to leave Medical Supply same \$10,200.00 – Approved
- b. Utilities – Internet service has decreased, Propane has increased, Heating oil left the same and Electricity left the same total \$20,200.00 – Approved
- c. Facilities – Floor cleaning went down, Plymovent under contract with Mechanical Services, facility maintenance increase \$700.00 total of \$16,342.00 – Approved

- d. Equipment Maintenance & Acquisition – New capability line for unexpected expense \$2,000.00, Equipment replacement (spreadsheet with breakdown handout) \$45,691.00 – Approved
  - e. Fleet – Fuel up \$4,000.00 current year have already over spent, started the year without a full tank and the price of diesel has gone up. Motion to recommend \$44,805.00 – Approved.
  - f. Professional Fees – Audit fees increase \$1,000.00. Motion FC recommend \$13,945.00 – Approved
  - g. Information Systems –Computer Maintenance, PCR report system web base, no longer have to pay for the system. Motion FC recommend \$4,760.00 – Approved
  - h. Training/Education – no change. Motion FC recommend \$10,000.00 – Approved
  - i. Programs – no change. Motion FC recommend \$9,450.00 – Approved
  - j. Administration Fire Commission - FC recommends \$5,000.00 – Approved
  - k. Insurance Property & Casualty – FC Recommends \$16,300.00 – Approved
  - l. Operations & Personnel \$671,697.48/Additional Personnel requested \$76,081.00/Total \$747,778.48
4. Capital Improvement – Apparatus Replacement \$174,000.00 Chief Recommendations
- a. This would cover a lease/purchase on a new pumper/tanker.
  - b. Motion FC Recommend request of \$174,000.00 for apparatus replacement – Opposed
  - c. FC Gay agrees do need to take action; don't want to have equipment all the same recommends one new truck and one used.
  - d. FC Roberts can't go along with \$174,000.00
  - e. Looking at a used Quint at approximately \$55,000.00 and looking at lease/purchased for a pumper tanker. This would replace Ladder 82 and Engine 81&83.
  - f. Chief feels the lease/purchase is the way to go.
  - g. Recommendation needs to Select Board to look at used Quint and lease/purchase on a pumper/tanker
  - h. Need to see how article is written/interlocal agreement as to who can release the funds (Select Boards or Town Meeting vote)
  - i. Approximately \$650,000.00 lease/purchase on a new pumper/tanker; approximately \$75,000.00 annual payment.

- j. Motion to recommend \$120,000.00 in fire truck fund. – Approved (4 to 1)
  - k. Ambulance replacement \$35,000.00. No money was put in to this fund last year. Motion to recommend \$25,000.00. Discussion as to whether or not that will be enough when the 2007 Ambulance 85 would need to be replaced in 2022/2023. Approximate replacement would be \$275,000.00-\$300,000.00. Opposed (4-1) Motion FC Recommend \$50,000.00. Approved (4-1)
  - l. Facilities & System Equipment – Motion to recommend \$30,000.00 – Approved
- Total: \$947,778.48
- \$104,545.66 in surplus last year used to offset budget
- m. Motion FC recommend \$45,000.00 from EMS revenue to offset the budget – Approved
- 5. Forward to Budget Committees with Fire Chief and Fire Commission recommendations
  - 6. Next regular FC meeting February 15, 2018 6:30pm
  - 7. Meeting adjourned at 9:45pm

Minutes recorded by FC Clerk Michelle Ray