

Lyman-Dayton Fire Commission (FC)

Meeting Minutes December 15, 2016

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

Handouts: Expense Summary Report, Revenue Summary Report, Reg. 1403 Protocol For Notification of Town Select Boards, Reg. 1311 Fees for Fire Apparatus, Equipment and Services, Directive 2102 Employee Self-Assessment, Appendix 1 to Reg. 1105 Wage Scale and Incentive Rates, Reg. 1103 Smoking and Intoxicating Substances

1. FC Regular meeting minutes November 17, 2016 approved.
2. Reg. 1311 minor wording changes made. FC Hernon suggests sending to Select Boards and using the residency on the registration for billing purposes. Chief Hooper will put together a report of missed revenue by this not being approved. FC Gay questioned if the Fire Commission could approve this Regulation. FC can approve, but fees must be approved by the Select Boards. Dayton has signed. FC motion to approve revised and send to Select Boards. Approved and Signed.
3. Reg. 1104 Complaint/Compliment Reporting and Investigation Procedures. FC Gay feels that this needs to be divided into three separate categories. Chief Hooper agrees that investigations need to be separated. Also need to make sure works with the GMFR Personnel Policy. Need to review the appeals process; Select Boards need to have guidelines. Select Board should only be involved if the FC terminates the Fire Chief, otherwise FC has final decision. FC Hernon will work with Chief Hooper.
4. Reg. 1403 handout for all to have; was approved on October 20, 2016.
5. Treasurer's Report: FC Roberts question budget net amount; was \$450,000.00 now showing \$442,215.00. Chief will check with the Treasurer to see why the discrepancy. Health Insurance budgeted at \$23596.00 for two people. HVAC maintenance was done. Facility Maintenance upgrade to the LED lighting in the parking lot. Motion to accept. Approved.
6. Reg. 1402: Internet Usage – FC wants to keep open to review. FC Hernon wants to review comments from David Ordway.

7. Hiring to fill the Full Time vacancy – Five candidates were interviewed on November 30, 2016. Chief Hooper and members of the FC interviewed candidates and the recommendation is to hire James Gambino; conditions of FT employment – must receive EMT-Advance license within 9 months and CDL license within 12 months. FF Gambino's EMT-A license was paid for by GMFD and Arundel FD. Motion to accept Chief Hooper's recommendation. Approved. FC Hernon will notify the Select Boards.
8. Request for EMS Bill Relief in the amount of \$98.00. Request was made at the Lyman Town Hall. Select Board Clerk was going to waive. Chief Hooper has spoken with the Clerk regarding the procedure. Chief will forward the policy to both town clerks. Follow up in Executive Session.
9. Directive 2102 Minimum Activity Level – looking into having members complete a self assessment and review with the Company Officer. Current point system is not working. Still working on the final details with the grade/mark. Lieutenants will be the pilot group. Chief would like to make the assessments annual. Chief would like to use the self assessment to replace the minimum activity level. FC Gay thinks we need to try this. Use the assessment as a way to set goals. Chief is looking for FC approval. Motion to accept revised Directive 2102 as of January 1, 2017. Approved.
10. Wage Scale and Incentive rates – Change Unrated to go from \$7.50 to \$9.00 to comply with minimum wage increase. Next year minimum wage goes to \$10.00; will need to look at wage alignment to go with increase. This change currently only effects only three members. FC can set wages without Select Board approval. FC motion to approve changes. Approved. Next year will have to work increases for next budget cycle.
11. Reg. 1103 Smoking and Intoxicating Substances – Need to change policy to include medicinal and recreational marijuana. Smoking policy added from the Personnel Policy. Motion to accept. Approved.
12. GMFRA use of Fire Station for fund raisers – Looking to use the station to Host Birthday parties; they would charge a fee. Insurance already covers. Money made at events held at the Fire Station will be ear marked for GMFD. FC Roberts thinks the Select Board need to approve this; they own the building. Nothing is currently scheduled. Chief will go to the Select Boards. FC vote to agree and Chief can go to SB for approval. Approved.
13. Student Update – Nicki and Joe will return next semester. Jason dropped out of the program and will be returning to Vermont. Six free agents will be interviewed to fill the opening.
14. Medical Director – Chief will meet next Friday to move forward with the process. FC Hernon feels the FC needs to decide if this position should be posted or not. Chief did reach out for recommendations. Dr Brown can come on as a call force member; FC will meet and vote.
15. Maintenance Planning – Former member Rob Smith cannot be a first responder due to medical; will be brought on as a call force member. Rob will work on putting together Maintenance cards and check list for all trucks and components following manuals. Weekly, Daily and Monthly card schedule will be put together.

16. HVAC update – Maintenance agreement has been signed with Mechanical Services. Will start January 1, 2017. Mechanical Services will be in four times a year.
17. Full Time schedule will change to regular 24 hours shifts. 0700 to 0700. January 8, 2017 will be the change.
18. Chief is paid \$100.00 per town from the state to be the Town Forest Fire Warden.
19. November 2016 answered 58 calls in 30 days. Tuesdays and Fridays were the busiest days. Average 2 minutes out the door and 7 minutes on scene. December 37 calls in 14 days. 712 calls year to date.
20. Next regular FC meeting January 19, 2017
21. Executive Session – at 7:43pm FC voted to go into Executive Session per MRS Title 1 Chapter 13, Section 405.6, Personnel Issue 8:01pm, FC out of Executive session; no votes taken; nothing to report.

Corrective Action Memos – FC voted to accept Corrective Action Memorandums to Record for the following incidents.

- a. GMFR Inadvertent Hose Deployment September 23, 2015.
- b. GMFR Thomas E. Hooper's incident on November 18, 2015.
- c. Motor Vehicle Crash on Mast Road on March 8, 2016.

In these Memorandums 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 Policy to ensure compatibility.

EMS Bill Waiver – FC voted to approve a request from a resident to waive an EMS bill of \$98.00 due to financial hardship. Incident number 15-200.

Adjourned – Meeting adjourned at 8:08pm.

Additional Note – Fire Chief informed FC members that GMFR has received a grant for \$4500.00 from the Fire Fighters Support Foundation to purchase a thermal imaging camera for operational use.

Minutes recorded by FC Clerk Michelle Ray