

Lyman-Dayton Fire Commission (FC)

Meeting Minutes May 14, 2015

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

Called to order 6:30pm

**In Attendance:**

Fire Commissioner – Jim Roberts, Amos Gay, Don Hernon, John Houy, Paul Reynolds, Wendell Smith

Deputy Fire Chief Chad Johnston

Captain Matt Duross

FC Clerk- Michelle Ray

Absent: Fire Chief Roger Hooper (military leave)

1. Meeting was recorded and will be placed on the Town websites
2. Called to order 6:30pm
3. FC Hernon request Executive Session
4. April 16, 2015 FC meeting minutes approved.
5. May 7, 2015 notes from joint Fire Commission and Select Boards meeting approved.
6. Lien Waiver Request from Howard Systems
  - a. Howards Systems, the alarm company installer is stating that he has not been paid for his work. He is requesting a copy of the lien waiver. FC feels that Everett Howard of Howard Systems should go through the proper channels to request the paperwork. Motion approved.
7. Table Amendment 5 to InterLocal Agreement: Amendment 5 was to add items to the description of the Fire Chiefs job. The Town of Dayton did not pass the amendment and the Town of Lyman did not discuss due to the fact that Dayton did not pass. FC Hernon request to table the Amendment, FC Houy doesn't think the amendments need to be made due to State Statutes. FC Hernon will send a letter to the Select Boards to withdraw Amendment 5. Motion approved.
8. Review of Expense/Revenue Report
  - a. 82% through the fiscal year, 74% of the personnel budget spent, 80% of the operations budget spent.
  - b. Waiting for the Efficiency Maine Rebate for the lighting
  - c. Ambulance revenue is over projected budget.
  - d. VFA grant; Forestry Grant- the last item was just received and can be closed out.

9. Trip to Appleton, Wisconsin for inspection of new Rescue Pumper Engine.
  - a. Chief Hooper, Lt Johnston, and Captain Duross spent two days at the plant; they toured the plant where the Engine was built and spent time with the truck. They drove the truck and inspected it from top to bottom, front to back. They found 49 items that need to be corrected from chipped paint, sharp edges, compartment doors not flush, and undercoating not completed. All items were photographed and documented. Items will be corrected prior to leaving the factory.
  - b. Truck should be heading to Massachusetts to have the tools mounted and lettering done before delivery.
  - c. On Spot Chains will be installed on the truck prior to winter.
  - d. FC Hernon requested if truck is done that it be brought to the town meetings.
  - e. FC Gay thinks that GMFD should have a Commissioning Ceremony.
  - f. There will be a dedication ceremony for the truck; Engine will be dedicated to Steve Dupras.
10. Proposed Changes to GMFR Personnel Policy
  - a. A lot of time has been spent on the Paid Time Off (PTO) portion of the policy and trying to come up with the formula to figure out the PTO; still need to come up with a number to figure out how time will accrue.
  - b. Need to consider the difference in work schedules between GMFR (average 42 hours per week) and Town of Lyman employees (average 35 hours per week).
  - c. Need to review if 42 hours is the correct number to base work weeks on; most weeks are 48 hours.
  - d. Fire Commission needs to review if PTO should be figured differently for the Fire Chief who works a 40 hours salary and Fulltime based on 42/48 hours per week.
  - e. FC Hernon and FC Gay will sit with the GMFR Treasurer to review how this will work and how it is being done for Town of Lyman employees.
  - f. Current GMFR policy was compared to Town of Lyman policy; changes were made for review.
  - g. Nothing has been sent to the Select Boards; changes still need to be approved by the Fire Commission.
  - h. FC Houy feels the policy is great and just need to come up with the formula for PTO.
  - i. FC Hernon suggested looking in to paying disability due to the fact that light duty is not an option. The cost of this would need to be looked into. FC Reynolds agrees that it should be offered, but not as a benefit as a purchase option.
11. New Business: Loaning of Trucks to other Departments
  - a. An agreement is written that truck is being loaned for a period of time; the other department's insurance covers the truck while in their service.
  - b. FC Houy said that loaning equipment i.e. ambulance, fire trucks, violates our current inter local agreement as it is written. According to the inter local agreement, equipment insurance has to be maintained by us, also the loaning of equipment has to go through the fire commission, if this is not the course of action the fire commission was to take, then we need to rewrite the inter local agreement so we are not violating our own policies. There also

- should have a written policy on the procedure and notifications used to "lend" equipment to other towns.
- c. Deputy Chief Johnston feels that idea is to work with other towns.
  - d. FC agrees that there needs to be a regulation in place to loan out apparatus and who to notify.
12. Next FC Meeting June 18, 2015 6:30pm
  13. FC entered in to Executive Session at 8:03pm per Maine Statute 1 MRSA 405(6) (A) to discuss a Fire Department personnel matter. At 8:10pm, FC voted to leave Executive Session; no votes taken; nothing to report.
  14. FC voted to accept a Memorandum to Record describing action taken in a recent personnel investigation.
  15. Motion to adjourn approved at 8:12pm.

Minutes recorded by FC Clerk Michelle Ray