

LYMAN-DAYTON FIRE COMMISSION (FC)
Notes from Joint Workshop FC/Select Boards
September 9, 2014

Note: This was a quarterly workshop attended by FC Members and Select Persons from Lyman and Dayton to discuss Goodwin's Mills Fire-Rescue items of mutual interest. The workshop was not recorded and no votes were taken. Action items from the workshop are shown below. These notes have been prepared for FC records.

Location: Dayton Town Hall. Called to order at 6:31 p.m. by Chairs, Lyman and Dayton Select Boards.

Present

Lyman Selectpersons – Victoria Gavel, Nancy Harrison, Ed Sanborn, George Sutton, John Tibbetts.

Dayton Selectmen – Scott Littlefield, Dan Gay, Gerry Taylor

Fire Commissioners: Jim Roberts, Amos Gay, Don Hernon, John Houy, Paul Reynolds, Wendell Smith

GMFR: Fire Chief Rod Hooper

No Handouts; Votes Taken – None

Items Discussed

Communications – Generally good among Fire Chief and Fire Commissioners; however some Select Persons expressed concerns that they were not being notified in a timely manner of items affecting GMFR operations, which might be of interest to town residents. Examples include notification of Select Persons of medical leave for one full time GMFR employee, process used to remove Engine 3 from service and Ladder Truck running out of fuel while in transit back to GMFR.

- **Action- Fire Chief** to add Select Persons to GMFR call response notification system. **Fire Chief** to include Select Persons on weekly emails concerning current operations. **Fire Commission Chairman/Secretary** to be more attentive in keeping Select Persons informed of items that might be of interest to Select Persons and town residents.

Bi-Weekly Personnel and Accounts Payable Warrants – There have been minor delays in getting the warrants signed by Select Persons. Process was discussed.

- **Action – Fire Chief** will ensure that warrants are available on bi-weekly Mondays in Lyman Town Hall (8-12 am) and Dayton Town Hall (12-4 pm) for appropriate review/

signatures. Also, GMFR warrants are available at the Fire Station from Friday after noon until Monday morning.

MHRC Complaint – There is an ongoing complaint being processed by the Maine Human Rights Commission. Discussion on whether all proper actions have been taken to respond to the complaint.

- **Action – FC Chairman** will ensure that all responses to MHRC are reviewed by Dayton/GMFR attorney.

Use of Anticipated EMS Revenue to Offset GMFR Operations Budget and GMFR Capital Improvement Plan – Currently the FC estimates EMS revenue for the fiscal year, and this anticipated revenue is used to offset part of the Town funds necessary for GMFR operations. There can be a budgetary problem if the actual EMS revenue does not meet the anticipated revenue. Discussion as to how to possibly use EMS revenue for GMFR capital equipment funding, without raising taxes. It was also noted that FC would like to meet with Town Budget Committees before the busy budget process starts, to discuss ways to more efficiently fund GMFR personnel and operations budgets. Fire Chief also mentioned Maine Community Foundation as a possible way to manage Town funds reserved for GMFR (e.g., Truck Funds). Refer to website mainecf.org for more information.

- **Action – FC Chairman** to review/propose alternatives to using anticipated EMS revenue as part of the GMFR budget, and also pursue meetings with Town Budget Committees.
FC Members to review proposed GMFR Capital Improvement Plan.

Conversion to Paid Time Off as a replacement for GMFR Vacation/Sick Leave/Personal Days/Holidays – One Select Person expressed concern over the proposed accrual rate of PTO, especially as a full time GMFR employee achieves longevity.

- **Action – FC Members** will review the proposed PTO policy at next regular FC Meeting on September 25th.

National Incident Command Training – Fire Chief noted that the approximate 3 hour training course is required once for Select Persons and Fire Commissioners. Some new members may not have taken the course. A tentative date of Thursday October 30th, in the evening, was selected.

- **Action – Fire Chief** to confirm date/time of training course and notify all concerned.

Visits to GMFR – Fire Chief noted that Select Persons and Fire Commissioners are welcome to visit GMFR at any time. Fire Commissioners currently have entry key fobs. Fire Chief noted that there is a schedule of meetings and training events on the GMFR website (gmfd.org; then click on GMFR/Meeting and Training Calendar/Schedule of Events or Department Routine) that serve to notify GMFR members of ongoing activities.

- **Action – Select Persons and FC Members** visit GMFR to observe ongoing activities as desired.

Fire Commission Monitoring/Review of GMFR Budget - One Select Person noted that some taxpayers are struggling, and that FC/Fire Chief should ensure that funds are efficiently used.

- **Action – FC Members/Fire Chief** monitor GMFR Personnel and Operations budget expenditures carefully and look for ways to cut costs as possible.

Next FC-Select Board Workshop – Consensus that having a joint workshop on a quarterly basis is desirable to ensure that communications remain open, and any pending issues are discussed and hopefully resolved.

- **Action – Select Board and FC Chairs** determine date of next workshop and provide an agenda in advance if possible.

Adjourned – Workshop adjourned at 8:00 pm.

Submitted, as noted, this date of September 9, 2014, by FC Secretary, Don Hernon.