

**LYMAN-DAYTON FIRE COMMISSION (FC)**  
**Minutes of Meeting – 1/17/13**

**Location:** Goodwin's Mills Fire Station – called to order at 6:30 p.m.

**Present** – Fire Commissioners: Ray Demers, Amos Gay, Don Herson, Jim Roberts, Wendell Smith, Jim Sotir; Fire Chief Rod Hooper; Dayton/Fire Department Treasurer Angela Cushman; Ann Paquette, Clerk

**Guests** – GMFR - Michelle Beaulieu, Carol Dunham, Matt Duross, Brad Meserve, Stacy Taylor, Jill Tibbetts; Dayton Selectman Gerry Taylor; Lyman Selectmen Leo Ruel and George Sutton

**Handouts**

- Draft Minutes of 12-13-12 regular meeting
- Draft Minutes of 01-07-13 meeting with Lyman/Dayton Boards of Selectmen
- Treasurer's Report
- Safety Works Consultation / Action Plan for Correction of Discrepancies
- Correspondence relating to inactive employees
- Fire Chief's Quarterly Report (Oct. – Dec., 2012)
- Draft of Goodwin's Mills Fire-Rescue 2012 annual report

**FC Votes Taken/Results** – After discussion FC members **voted** as follows:

- **Approved**
  - Minutes of 12/13/12 and 01/07/13 meetings; to be posted on Lyman/Dayton Town websites.
  - Treasurer's Reports
  - Closing of TD Bank account with transfer to Gorham Savings Bank, including associated credit cards
  - \$117,000 Certificate of Deposit to be placed under Capital Equipment Fund budget heading, as required by State statute
  - Workshop to create protocol for addressing inactive employees and to review proposed Second Amendment to Interlocal Agreement with Boards of Selectmen
  - HVAC maintenance quote from Eastern Mechanical approved (\$790 yearly)
  - Sprinkler system maintenance quote from Eastern Fire approved (\$570 yearly)
  - Bad dept list will be sent to collections agency
  - Synernet contract renewal approved
  - Mutual Aid Agreement with Waterboro Fire Department approved
  - Fire Chief request for 1-week vacation approved
  - Fire Commission Clerk approved to work from home

**Action To Be Taken** – After discussion, FC members agreed on the following:

- **FC** scheduled meeting with Lyman/Dayton Selectmen to finalize and sign proposed Second Amendment to Interlocal Agreement
- **FC** will research Fire Chief's vacation and pay increase
- **FC** to sell old fuel tank
- **FC** (Jim Roberts) to send letter to TD Bank requesting closure of accounts; accounts will be transferred to Gorham Savings Bank
- **FC** (Don Herson) to forward Fire Chief's Quarterly Report to Lyman and Dayton Selectmen.
- **Fire Chief** will edit the PSAP document to include actual dollar figure for Lyman and Dayton based on the 2010 census data
- **Fire Chief** addressing action plan to correct discrepancies found in Safety Works Consultation
- **Fire Chief** will submit Bad Debt List to collection agency
- **Fire Chief** to send recommendation letter to Lyman/Dayton Selectmen regarding PSAP (emergency medical dispatch) from Biddeford (also serving Arundel, Lyman, Dayton)
- **Fire Chief** will apply for MEMIS computer grant to replace laptop on ambulance

#### **Discussions:**

**Treasurer's Report** – Angela Cushman, Treasurer, will follow up on forthcoming audit fees. Also, clarification was provided on how projected bookings will affect receivables. Angela will re-run the year-end report to exclude January, 2013 figures.

**Bank Account** – as previously agreed, all accounts (bank and credit card) associated with TD Bank (balance of \$73,683.58) will be closed via a request letter from Fire Commissioner Jim Roberts. Outstanding checks will be reissued under new account with Gorham Savings Bank.

**House Fund** – the Goodwin's Mills Firefighters Association will be asked to send the FC a request regarding employee wage deductions for "house" items: coffee, condiments, etc.

**Budget** – to be reviewed in detail on Thursday, January 31, 2013, at the Goodwin's Mills Fire Department. According to the Fire Chief, preliminary figures show no increase in the operations side from last year; under the Payroll category, health and worker's compensation costs are going up, as expected. Additionally, a slight increase will be requested for increase in staffing hours.

**Grants** – Fire Chief reported on MEMIS computer grant available to purchase new computer hardware. Grant available on a shared-cost basis: two-thirds of purchases covered by State; remaining one-third paid by department. Cost of new "tough-book" ambulance computer: \$2,800. Fire Department cost: \$933. Grant to cover balance of \$1,867. FC voted to authorize Fire Chief to apply for grant.

**Maintenance Quotes** – \$770 quote from Eastern Mechanical (HVAC) and \$570 quote from Eastern Fire (sprinkler) approved. Quotes include all required system maintenance and/or quarterly and annual

testing. The 3-year renewal \$350 contract with Synernet was approved for service and calibration of medical heart monitors and defibrillators; no cost increase from previous 3 years.

**Vehicle Repairs** – Ladder 2: pending estimate from Ray's for rear brakes (at minimum standards to pass inspection). Engine 3: frame rails fine for now; exhaust system and relief valve must be replaced; costs still being researched.

**Missing Check** – although FCC informed that Steve Dupras was sent \$800 check that was not received, Steve not aware that he's owed money. Warrant on this item cannot be located.

**Bad Debt List** – overdue accounts that total \$2,950 will be sent out to a collection agency.

**PSAP** – Fire Chief to send recommendation letter to Lyman/Dayton Selectmen about contract for emergency medical dispatch with Biddeford for emergency medical dispatch. He will also provide a dollar amount to the Lyman/Dayton Selectmen (based on per capita rate for 2010 census population).

**Truck Committee** – meets on January 22, 2013, to discuss specs for new vehicles. Also, February 15 has been scheduled as a Vendor Day for pumper/tanker trucks. February 18 will feature ambulance vendors. Both days will include 4 vendors to assist with building a better spec for new trucks. It was verified with the attending Lyman Selectmen that there has been a proven need for a back-up ambulance given that it is the busiest and only revenue producing truck within the department.

**Inactive Employees** – Correspondence from the Fire Chief as well as from several employees were reviewed. Open discussion was encouraged regarding criteria for attendance (trainings, meeting, calls). It was agreed that no further action would be taken until a protocol is established by the FC for inactive employees. A workshop will be held at 6:30 p.m. on Wednesday, January 23, 2013, at the Dayton Town Hall to develop this protocol. Attendees were urged to contact the Fire Chief via email or phone prior to the workshop with their input for developing this protocol.

**Interlocal Agreement** – meeting set for 6:30 p.m. on Wednesday, January 23, 2013, at the Dayton Town Hall with the Lyman and Dayton Selectmen to discuss/amend and sign agreement.

**Mutual Aid Agreement** – with Waterboro Fire Department approved.

**Increase in Medical Fees** - new policies regarding ambulance billing, relative to Mutual Aid Agreements, as well as changes in Life Support fees, will be reviewed at a future meeting.

**Radios** – as approved in prior budget, 5 new ICOM radios will be purchased for \$3,700. This will standardize the radio inventory. Currently, various brand radios within the department do not allow for interchangeable accessories (batteries, battery chargers, cases, etc.). Also, a \$680 software purchase to reprogram radio frequencies has proven to be less costly than sending them out to a vendor (\$50 per hour + \$25 per radio). Software allows future updates as needed.

**Protective Gear** – Fire Chief Hooper stated that a full inspection of 8 pieces of Personal Protective Equipment was conducted and repaired at a total cost of \$600, thereby extending the life of the gear.

**Quarterly Report** – the Fire Chief’s Quarterly Report (October – December, 2012) will be forwarded to the Lyman/Dayton Selectmen.

**Fire Chief Wages/Vacation** – Fire Chief’s request to take one week’s vacation was approved. Further research to be done by FC regarding salary increase and number of vacation days. Upon clarification, any wage increase will be paid retroactively to due date.

**Miscellaneous** – Boiler inspection has been done; notification of Work Well physicals sent out;

**Appreciation Banquet** – date set for April 20, 2013 and sponsored by the Goodwin’s Mills Firefighters Relief Association. Cost of plaques and pins to be covered by the fire department. Specific details on event and awards policy from previous year to be reviewed and discussed at next regular meeting.

**Meetings and Workshops-**

- **Fire Truck Committee-**
  - Meeting – Tuesday, January 22<sup>nd</sup>, 6:30 pm at the Fire Station
  - Fire Truck Salesmen-Friday, February 15<sup>th</sup>, 8:00 am at the Fire Station
  - Ambulance Salesmen-Monday, February 18<sup>th</sup>, 8:00 am at the Fire Station
  - Site visit to Tyngsboro, MA to look at a Spartan engine and tanker – leave Fire Station at 7:30 am, Friday, February 22<sup>nd</sup>
- **FC Workshop/Meeting** – Wednesday, January 23<sup>rd</sup>, 6:30 pm at Dayton Town Hall  
Boards of Selectmen invited to discuss proposed changes to Interlocal Agreement
- **FC Meeting** – Thursday, January 31<sup>st</sup>, 6:30 pm at the Fire Station; main topic FY14 Fire Department Budget

**Executive Session:** 10:08 pm. FC voted to enter Executive Session, per 1MSRA 405(6) (A), Personnel Matters. 10:35 pm. FC voted to leave Executive Session; no votes taken; nothing to report.

**Adjourned:** Meeting adjourned at 10:35 p.m.

**Submitted, as recorded, this date of January 17, 2013, by FC Clerk, Ann Paquette.**