

LYMAN-DAYTON FIRE COMMISSION (FC)
Minutes of Meeting – January 16, 2014

Location: Goodwin’s Mills Fire Station – called to order at 6:38 p.m.

Present – Fire Commissioners: Amos Gay, Don Hernon, Jim Roberts, Jim Sotir, Wendell Smith;
Dayton/Fire Department Treasurer: Angela Cushman; Fire Chief Rod Hooper, Deputy Fire Chief Chad Johnston.

Absent - Fire Commissioner Ray Demers.

Handouts

- Draft Minutes of 1/9/14
- Meeting Agenda for 1/16/14
- Revised pages for Draft GMFR Budget 2014/15
- LDFC Organization and Files dated 1/7/14; List of Responsibilities

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

- **Approved**
 - Minutes of 1-9-14 FC meeting; as amended; to be posted on Lyman/Dayton Town websites
 - Proposed 2014/15 GMFR Budget as follows:
 - Personnel - \$397,675; increase of \$5803; +1.48%
 - Operations – \$194,051; decrease of \$9685; -4.75%
 - Total - \$591,726; decrease of \$3882; -0.65% for two Fire Fighter/EMTs at Fire Station daily from 6 am - 5 pm
 - Addition of one Fire Fighter/EMT at Fire Station overnight from 5 pm -6 am, 7 days per week to proposed budget; cost \$64,200; increases Total 2014/15 budget to \$655,926
 - Direct FC Secretary to send a letter to Lyman and Dayton Boards of Selectmen to respond to their request for information dated December 12, 2013, with following information:
 - Evaluation of 1987 Pumper Fire Truck, noting that the truck has been taken out of service
 - Research on refurbished/demo fire truck
 - Cost analysis/value of Ladder truck
 - Cost analysis of 24/7 per diem vs current full time employees
 - Discussion of Draft GMFR 2014/15 budget
 - Letter will state that supporting data to be placed on Town websites for easier reference
 - Request that Selectmen authorize a special town meeting to consider:

- Move GMFR unrestricted cash of \$56, 237 from 2012/13 to the Ambulance reserve account (approximate balance \$118, 575) to give approximate balance of \$174, 812, and
- Purchase replacement ambulance following authorized procurement procedures
- **Tabled**
 - Draft of Internet Use Policy
 - GMFR Personnel Policy, Section 9.2: Paid-Time Off
 - Warrant Article – Use of Fire Truck Account Funds
 - GMFR Personnel Policy 9.2 B to clarify use of vacation timeline (fiscal vs. anniversary date)
 - Diabetic Intervention Policy – policy needs to be reviewed/updated, especially for uninsured diabetic patients who receive no transport and given only oral glucose
 - FC review the Appendix 1 EMS fee schedule to LDFC Regulation 1310, Ambulance and Emergency Services Billing, at the February 2014 regular FC meeting

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

- **FC** to review draft GMFR 2014/15 budget data at the January 23rd joint FC meeting with Boards of Selectmen and Budget Committees.
- **FC Secretary** to send letter to Selectmen in response to their request for information dated December 12, 2013, with supporting data to be placed on Town websites.
- **FC** to request Selectmen call special Town meetings to consider the purchase of a replacement ambulance.
- **FC** to follow up with Lyman Selectmen regarding authorization of Medical Insurance Alternative for eligible GMFR employees.

Treasurer's Report – Treasurer provided updated draft GMFR 2014/15 Budget handout that incorporates changes made at FC January 9th meeting.

Review of Draft GMFR 2014/15 Budget

- FC discussed Personnel Account in detail and voted to include a 3% increase for the Fire Chief in addition to other GMFR full time employees; approved revised Personnel budget of \$398,381.91. It was noted that, per current practice, the Fire Department Treasurer's pay is not included in this budget.
- FC discussed Operations accounts in detail and voted to approve a Operations budget of \$194,051.

Analysis of Full Time vs. Per Diem Employees – FC reviewed the analysis which shows that going to all per diem employees to replace current three full time firefighter/EMT employees would provide minimal cost savings with functional disadvantages. Based on data from other towns' use of per diem

employees, approximately five per diem employees are needed to provide same coverage as on full time employee.

Obtain Overnight Fire Station Coverage using Per Diem Employees - Currently Fire Station is staffed with **two** firefighter/EMT employees from 6 am – 5 pm daily. FC discussed staffing Fire Station overnight (5 pm – 6 am) with **one** firefighter/EMT employee, at an estimated additional personnel cost of \$64,200, using additional per diem employees. FC voted to present this option to Selectmen and Budget Committees.

Evaluation of 1987 Fire Engine Pumper Truck –Selectmen requested a professional evaluation of this Truck. FC discussed the report from East Coast Service Center dated January 13, 2014 which reports the results of a complete bumper to bumper inspection of the vehicle similar to a Maine State commercial inspection, and to address the vehicle’s worthiness for service. Vehicle was inspected two ASE certified technicians, including one who is also an Emergency Vehicle Technician (only four technicians in Maine who hold this certification). Most critical items noted were frame and suspension damage. Report recommends vehicle be removed from service and retired. Vehicle is currently out of service.

Fire Commission Priorities – FC discussed GMFR priorities considering available funding, and concluded that priority order should be:

1. Staff Fire Station with combination of full time and per diem employees
2. Replace 1999 Rescue 6 ambulance
3. Replace 1987 Engine 3 Rescue Pumper

Funding Replacement Ambulance – FC noted that June 30, 2013 Financial Audit shows Ambulance reserve of \$118, 575 and unrestricted cash of \$56,237. If this unrestricted cash is added to the ambulance reserve, then \$174,812 would be available to purchase a new ambulance. FC **voted** to ask Selectmen to call special Town Meetings to consider the purchase of a new ambulance following authorized procurement procedures.

Medical Insurance Alternative – FC will follow up on the FC letter dated January 10, 2014 that recommended that this alternative be authorized for GMFR employees.

Meeting with Selectmen and Budget Committees – Thursday, January 23, 2014, 6:30 pm at Lyman Town Hall.

Next Regular Meeting- date/time to be determined at Goodwin’s Mills Fire Station.

Meeting adjourned: 10:10 p.m.

Submitted, as recorded, this date of January 16, 2014, by FC Secretary, Don Hernon.