

LYMAN-DAYTON FIRE COMMISSION (FC)
Minutes of Meeting – January 9, 2014

Location: Goodwin's Mills Fire Station – called to order at 6:35 p.m.

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

Part Time – Shawn Mcpherson, Medical Reimbursement Services Inc; Deputy Fire Chief Chad Johnston; Lyman Selectpersons: Vicki Gavel, John Houy; Dayton Selectman: Ted Poirer

Handouts

- Draft Minutes of 12/12/13
- Meeting Agenda for 1/9/14
- MRS Memo with current and recommended all inclusive rates for EMS billing
- Fire Commission Clerk Job Description/Interview Questions
- Draft GMFR Budget 2014/15

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

- **Approved**
 - Minutes of 12-14-13 FC meeting; as amended; to be posted on Lyman/Dayton Town websites
 - Accept MRS recommended all inclusive rates for EMS billing
 - Accept resignation of Ms. Ann Paquette with regret
 - Posting for Fire Commission Clerk at the rate of \$12/hour (3 in favor, 1 opposed, 1 abstention)
 - Fire Commission letter of appreciation to Buxton Fire Chief Schools for assistance in a GMFR internal investigation
 - Fire Commission letter of appreciation to FC Clerk Ann Paquette
 - Draft GMFR 2014/15 Personnel Budget (4 in favor, 1 abstention)
 - Payment of repairs to Fire Station security alarm system using funds from Fire Commission account
 - Fire Chief's Quarterly Report, July to September 2013
 - Direct FC Secretary to send a letter to Lyman Selectpersons, copy to Dayton Selectmen, recommending immediate approval of Medical Insurance Alternative for GMFR employees
- **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

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

- **FC** to continue review of draft GMFR 2014/15 budget data at the January 16th FC meeting.
- **Fire Chief** will send a letter to the Fire Station modernization general contractor requesting reimbursement for the cost of modifying the fire station security system to permit annual testing.
- **FC** will discuss revising the Appendix 1 EMS fee schedule to LDFC Regulation 1310, Ambulance and Emergency Services Billing, at the February 2014 regular FC meeting
- **Fire Chief** to complete draft data/information for FC review to respond to Selectmen Request for Information received December 12, 2013.
- **FC** respond to Selectmen after review of Fire Chief data/information.
- **Treasurer** include audit of GMFR records as an option in the RFP sent out for audit of Dayton financial records.
- **FC Chairman** send letters of appreciation to Buxton Fire Chief Schools and FC Clerk Ann Paquette
- **FC Secretary** send letters to Boards of Selectpersons
 - Recommend immediate authorization of Medical Insurance Alternative for GMFR employees
 - Forward Fire Chief's Report, July to September 2013, for information.

Treasurer's Report – RHR Smith FY2012/13 Audit Report has been received. Additional \$200 paid to RHR Smith is believed to be the final payment for this service. As required by the Interlocal Agreement, Financial Procedures Section 4.3 (d), GMFR financial records must be audited annually by the same firm engaged to audit the records of the Treasurer (currently provided by the Town of Dayton). Treasurer will include the audit of GMFR financial records as an option in the RFP sent out for audit services for 2013/14 financial records.

Fire Station Security System Access Code – system has been repaired; \$1473 cost to be taken from Fire Commission Administration account. Letter to be sent to Fire Station modernization general contractor requesting reimbursement.

Review of Draft GMFR 2014/15 Budget

- FC discussed Personnel Account in detail and voted to include a 3% increase for the Fire Chief; 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; some members want more time to review details; discussion to continue at FC meeting on January 16th.

Evaluation of 1987 Fire Engine Pumper Truck – As one item, Selectmen requested a professional evaluation of this Truck. FC had a preliminary discussion of evaluations received from Maine State Police and two outside companies; awaiting reports from two other companies. It was noted that some companies will charge GMFR for the cost of their evaluation.

Medical Insurance Alternative – This alternative allows employees who are otherwise covered for medical insurance to be paid a portion of the cost saved by the Town for not providing medical insurance coverage to the employee. It should be noted that the Fire Commission proposed this Medical Insurance Alternative to both the Lyman and Dayton Boards of Selectpersons in our letter of May 13, 2013, as a change to the GMFR Personnel Policy. Lyman Selectpersons voted to approve the Medical Insurance Alternative, while Dayton Selectmen voted to Not approve the Alternative. The Alternative was not adopted for GMFR employees.

FC received information that some employees of both Lyman and Dayton have been authorized by the Boards of Selectpersons to receive this medical insurance alternative benefit. FC voted to request that the Lyman Board of Selectpersons immediately authorize this benefit for eligible GMFR employees (who are also Lyman employees). FC Secretary directed to send a letter to Boards of Selectpersons with the FC request.

Maine Unemployment Bureau – claim from prior GMFR employee has been denied.

Next Regular Meeting- Thursday, January 16, 2014, 6:30 pm at Goodwin's Mills Fire Station.

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

Meeting adjourned: 10:17 p.m.

Submitted, as recorded, this date of January 9, 2014, by FC Secretary, Don Hernon.