

**LYMAN-DAYTON FIRE COMMISSION (FC)**  
**Minutes of Meeting – February 21, 2013**

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

**Present** – Fire Commissioners: Amos Gay, Don Hernon, Jim Roberts, Wendell Smith, Jim Sotir, Fire Chief Rod Hooper, Dayton/Fire Department Treasurer Angela Cushman; Deputy Fire Chief Chad Johnston, Fire Lt. James Johnston, Fire Department member Karen Gagnon-Wheeler; Dayton Selectmen: Gerry Taylor, Scott Littlefield, Ted Poirier; Lyman Selectmen: Leo Ruel, Roger Grant, Vicky Gavel, Steve Marble, George Sutton; Ann Paquette, Clerk

Absent – Fire Commissioner Ray Demers

**Handouts**

- Draft Minutes of 02-06-13 FC meeting
- Proposed final changes to the Interlocal Agreement
- Draft: Strategic Plan for Replacement of Capital Equipment
- Draft: FC Annual Report for 2012
- Resignation letter dated 02-21/13 from Fire Dept. member Karen Gagnon-Wheeler

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

- **Approved**
  - Minutes of 02-06-13 meeting; to be posted on Lyman/Dayton Town websites.
  - Final amendment to Interlocal Agreement with agreed upon changes
  - Accepted resignation letter from Karen Gagnon-Wheeler
  - Yearly renewal of Angela Cushman's FCC Deputy Treasurer position
  - Matching wages for Angela Cushman's 2 positions: Town of Dayton and FCC Treasurer position
  - Advertisements on Craig's List and town websites for sale of old fuel tank
  - Hiring Process in April for addition of new members to call force
  - Chief's Directive on Required Minimum Levels of Activity

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

- **FC** will send approved and signed original Interlocal Agreement to Towns of Lyman and Dayton; FC will retain copy for files
- **FC** voted to table discussion on how to designate remaining funds from 2011-2012 fiscal year (GMFR corp.).
- **Fire Chief** to research energy audit options
- **FC** continuing extensive research, via the Truck Committee, on technical, financial and replacement aspects of new trucks

- **Fire Chief** to write up descriptive details of old fuel tank for purpose of sale on Craig's List and Town websites
- **Goodwin's Mills Firefighters Relief Association** is continuing to finalize arrangements for recognition dinner slated for April 20<sup>th</sup>
- **Fire Chief** to organize hiring process in April to increase call force members; word of mouth and Facebook will be used as tools for advertising event. **Fire Chief** to contact nearby towns to see if they want to participate in the testing process for any of their members.
- **Fire Chief** to draft letter of appreciation to Waterboro Fire Chief for investigation assistance.

**Member Resignation** – the FCC accepted Karen Gagnon-Wheeler's resignation with much regret. Her 24 years of dedicated and selfless service was recognized by several FC members. At Karen's request, her resignation letter will be sent to all members and selected previous members. Karen intends to remain active with the Fire Chief's Association, and looks forward to attending the recognition dinner.

**Interlocal Agreement** – after extensive review, discussion, and a minor change within the document, the Interlocal Agreement was approved and signed by the Selectmen from the Towns of Dayton and Lyman. Each town, and the FCC, will retain originals of this document for future reference.

**Recognition Banquet** – slated for April 20<sup>th</sup> at Ramada Inn, Saco. Cost: \$25 pp. As under-aged junior firefighters will be attending this event, alcohol will not be served until after the dinner and awards have taken place. Junior firefighters will then be excused. At start of dance, bar will open.

**Balance from 2011-2012 Fiscal Year** – 4 options were discussed for the designation of these funds: fire truck account, budget offset, division of funds between towns general fund, or combining money with the Ambulance CD Fund. As consensus could not be reached, it was agreed to table this discussion until a future meeting.

**Treasurer Position** – hourly wages for the Fire Department Treasurer position and the Dayton Town Treasurer position, both assumed by Angela Cushman, will be an equal amount.

**Energy Audit** – concern for the high use of fuel within the station, research into conducting an energy audit will be done in the near future.

**FY 13/14 Fire Department Proposed Budget** – not discussed at this meeting. Need to review proposed budget with Town Selectmen and Budget Committees in mid-March; a flat line budget is desired.

**Truck Committee** – ongoing review by the Truck Committee of fire apparatus with vendors and other fire departments continue through the month. FCC members were given a detailed report of progress and findings to date.

**Survey** – replies to a survey among fire department personnel continue to be submitted at a 50% reply rate. Included in the survey: questions related to personnel and safety matters.

**Equipment Maintenance** – Ladder 2: brake service scheduled 2/26 at an approximate cost of \$2,000; aerial work at Greenwood Emergency Vehicles, Brunswick, ME, later in the spring; Engine 3: extensive exhaust repairs slated for April.

**Grants:**

1. Station Grant: Federal government FEMA online close out module has been activated. Southern Maine Regional Planning Commission is working to close out this grant.
2. MMA Safety Grant: warrant has been mailed to MMA; \$1,200 reimbursement expected.
3. VFA Grant: pending paid invoices to submit for reimbursement
4. Stephen/Tabitha King Grant: pending

**Training** – progressing well; several members still need to complete some requirements with deadline for mid-March, as extended by Fire Chief.

**Check** – missing warrant and \$800 check signed by Selectman George Sutton to a former GMFR Corporation member still not found. Fire Chief conducted further research; funds may be attributed to former member's portion of retirement benefits during his employment. George Sutton will advise the former member to send formal written inquiry to FCC in this matter.

**Executive Session** – 9:07 p.m. FC voted to go into Executive Session per 1MRSA 405(6) A, Personnel Matters. 9:47 p.m. FC voted to leave Executive Session; no votes taken; nothing to report.

**Medal of Merit** – FC voted to award Medal of Merit to designated persons.

**Letter of Appreciation** – FC agreed that a Letter of Appreciation should be sent to Fire Chief Matthew Bors for assistance provided by his department in investigating a Fire Department personnel matter. Fire Chief will draft a letter.

**Letters from GMFR Members** – FC Chair read two letters from GMFR members commenting on changes and progress made since transition to a municipal Fire Department.

**Draft Fire Chief Directive 2102, Required Minimum Levels of Activity** – FC reviewed the draft directive that establishes minimum requirements for measuring the activity of call force employees. FC discussed the requirements with the Fire Chief, and concurred with the proposed April 1, 2013 implementation date.

**Draft Annual Fire Commission Town Report** – FC Secretary requested FC members to review the draft report before the next FC meeting.

**Adjourned** – Meeting adjourned at 9:35 p.m.

**Next Regular Meeting-** Tuesday, February 26, 2013, 6:30 pm at Dayton Town Hall. Main agenda item is FY13/14 Fire Department budget.

**Submitted, as recorded, this date of February 21, 2013, by FC Clerk, Ann Paquette.**