

LYMAN-DAYTON FIRE COMMISSION (FC)
Minutes of Meeting – 03/05/13

Location: Dayton Town Hall – 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; Deputy Fire Chief Chad Johnston; Dayton/Fire Department Treasurer Angela Cushman, Ann Paquette, Clerk

Absent – Fire Commissioner Ray Demers

Handouts

- Draft Minutes of 02-26-13 meeting
- Expense Summary Reports
- FY 2014 Budget Proposal
- MMA email: Employee Wages

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

- Approved
 - Minutes of 02-26-13 meeting; to be posted on Lyman/Dayton Town websites
 - FY '14 Revised Personnel Budget
 - FY' 14 Key Holiday Incentive Program
 - FY' 14 Revised Operations Budget
 - FY ' 14 Revised Information System Budget
 - Interlocal Agreement to be posted on each town's website for public viewing
 - Fire Chief recommendations in personnel investigation report.

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

- FC Treasurer will place the Key Holiday Incentive approved for Budget FY'14 under the Personnel Section
- Fire Chief to check with vendors for used Fire Truck demos as potential cost-saving measure
- FC Secretary to verify if Inter-local Agreement must be filed with the Secretary of State.
- FC to determine what other towns pay non-exempt employees for performing various types of work

Pay Differentials: reviewed detailed email from Maine Municipal Association on setting policies for non-exempt employees who perform different types of work. MMA Legal urged caution in changing pay rates for existing employees.

Executive Session: 6:42 p.m. FC voted to go into Executive Session per 1MRSA 405(6) A, Personnel Matters. 6:48 p.m. FC voted to leave Executive Session; no votes taken; nothing to report.

Personnel Investigation- FC voted to accept Fire Chief's recommendations in a personnel investigation report.

Budget / Personnel:

- Approved \$396,872.96 revised FY '14 Personnel Budget with addition of \$10,000 towards Unemployment and \$413 for Key Holiday Incentive
- Unemployment claims through State: pay quarterly amount to State; when claim is filed, State processes full claim even if the claim exceeds the amount paid into the program. Other option: self-insurance through town account and handle claim as they come in. If claims exceed the amount paid by the town, town would be requested to fund balance to cover the claim.
- Key Holiday Incentive: additional \$2 added to hourly wage for those employees working key holidays: Christmas, Thanksgiving, New Years, July 4th.

Budget/Operations

- Information Systems: \$7,190 was approved within the Information Budget System. This includes the \$450 cost for the TRIO license.
- Ambulance Revenue Offset: Ambulance revenue of \$110,830.97 recorded for July, 2012 through January, 2013. Estimated revenue for February: \$8,000. FC voted to recommend that \$130,000 from Ambulance revenue be used to offset cost of FY 14 Operations budget of \$209,301.

Budget/Capital Expenditures: Options include:

- Ambulance: Estimated cost of a new Ambulance (mid-quality; long service) is about \$175,000. FC will recommend that any excess EMS revenue above the offset amount will be put in Ambulance CD Fund.
- Fire Truck: Estimated cost of a new Fire Truck (mid-quality; long service) is about \$400,000. One method of funding could be to use:
 - 102,000 (total of Fire Truck accounts from both towns) plus
 - Remainder of GMFR Corporation's turnover account (\$43,000) plus
 - Expected \$80,000 contribution to Fire Truck accounts (40,000 from each town)
 - Sum equals \$225,000 total

Balance of \$175,000 could be financed for 5 years at current low interest rates, costing each town approximately \$17,500 per year.

Next Regular Meeting- date to be determined based upon Fire Department FY 13/14 budget review with Budget Committees and Boards of Selectmen.

Meeting Adjourned: 8:30 p.m.

Submitted, as recorded, this date of March 5, 2013, by FC Clerk, Ann Paquette.