

LYMAN-DAYTON FIRE COMMISSION (FC)
Minutes of Meeting – July 25, 2013

Location: Goodwin’s Mills Fire Station – called to order at 6:37 p.m.

Present – Fire Commissioners: Amos Gay, Don Herson, Jim Roberts, Wendell Smith, Ray Demers; Fire Chief Rod Hooper; Ann Paquette, Clerk

Absent – Fire Commissioner - Jim Sotir; Fire Department Treasurer - Angela Cushman

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

- **Approved**
 - Minutes of 07-11-13 FC meeting, as amended; to be posted on Lyman/Dayton Town websites.
 - Fire Chief to contact candidates on hiring list for pending opening of firefighter position.
 - Election of Officers
 - Fire Chief to pursue cost sharing of NFPA Code online subscription with other Fire Departments, as long as no federal or state laws violated

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

- **Fire Chief** to contact candidates on hiring list for firefighter opening.
- **Fire Chief** to research state/federal regulations on sharing costs for online subscription of NFPA codes with other towns.
- **FC Secretary** to continue forwarding Fire Chief’s Quarterly report to Lyman/Dayton Town Selectmen for information.
- **Fire Chief** to research template of GMFR Personnel Policy change regarding Vacation Time.
- **FC Secretary** to format Vacation Time template and put in the format of a GMFR Personnel Policy amendment for FC to consider.
- **FC Secretary** to outline protocol for disposal of excess Fire Dept. equipment.
- **FC Secretary** create written draft proposal for FC to consider on Ambulance Revenue
- **FC Secretary** to continue work on Complaint Reporting Procedure

Discussion:

Election of Officers – Unanimous approval of 2013-2014 FCC Officers: Wendell Smith, FC Chairman; Jim Roberts, Vice FC Chairman; Don Herson, FC Secretary. Note: effective 7/1/13, Dayton has the alternate voting member.

Disposal of Excess Fire Equipment – FC Secretary Don Herson will compose written protocol for FC/Selectmen to consider on disposal of excess Fire Dept. equipment. For future consideration: hold a “yard sale” or silent auction on equipment not being used.

Vacation Time Accrual – Current Personnel Policy forbids Fire Chief Rod Hooper to use vacation days beyond January-July timeframe each year. Vacation policy should be based on anniversary date of hiring, not fiscal year. Discussion on Paid Time Office (PTO-Earned Time), where accrued time off is banked into one bucket (i.e., holiday time, sick time) with cap on amount of time carried over. Disadvantage: unused earned time must be paid to exiting employee. Currently, sick time accrued at rate of 1 day monthly not to exceed 60 days. Fire Chief Hooper will research templates related to vacation accrual and forward to FC Secretary Don Heron for formatting into amendment for FC consideration.

Professional Outreach – FC Chairman Jim Roberts and FC Secretary Don Heron visited the Standish Fire Department as part of an outreach program to gather information on how other towns handle similar issues i.e. staffing, payroll, capital equipment, etc. Slated for August: a visit to the Falmouth and other Fire Departments.

Complaint Reporting Procedure – work in progress. Fire Chief Libby provided Standish Fire Department's template as well as a capital improvement plan for their town for our review. Suggestion made to combine Policy #1104 (Disciplinary Reporting) with pending Complaint Reporting Procedure.

Excess Ambulance Revenue - with awareness of costs, possible November referendum to vote on allowing a 1-time movement of excess ambulance revenue each June to cover Ambulance Fees. FC Secretary Don Heron to create draft of proposal for Selectmen to review.

Firefighter Position - due to a pending opening, Fire Chief Rod Hooper will use existing hiring list of pre-selected candidates to fill this opening with the goal of a seamless transition. Agreed that it is more cost and time effective to fill this opening with another full-time firefighter versus per diem person.

Activity Protocol – per Fire Chief's Quarterly Report: 9 out of 36 call-force employees did not meet required level of activity; 6 of those 9 have been advised; 3 are pending notification.

Equipment Status – Rescue 5 at Prime Motors for A/C repair. Metal shavings in the motor and tubing were found; vehicle should be ready by 7/26/13. Engine 3 out of commission due to fire on board. Flashlight chargers ignited and 1 battery destroyed. Cause unknown. Ray's will review extent of damage to unsure other components not damaged by fire. Breathing Air Quality Test completed. Ambulance State Inspection set for 8/19/13.

New Students – on the weekend of July 26, 2013, 2 new students will move into the GM Fire Dept. as part of their training.

Shared Subscription / Fees – The So. Maine Planning Board is looking into the possibility of shared subscription costs / services for area Fire Departments. In the meantime, Fire Chief Rod Hooper will research state/federal laws with regards to sharing the NFPA Code online subscription costs of \$1,600

annually (was \$860 annually in 2012). Waterboro and Hollis Fire Departments may be interested in sharing cost of this Code subscription.

Firefighter Life Safety (National Standards) – Fire Chief Rod Hooper will provide information on this reputable reference material at next meeting as a source for creating future policies.

Fire Dept. Treasurer – Dayton will bill Lyman for its share of the salary.

Grants – no projects that would fall under SAFER Grant or Recruiting/Retention Grant at this time. Grants continue to be considered as viable source of funding for special projects.

Fire Service Administration Course – the National Fire Academy will be sponsoring this program as part of their volunteer incentive program. FMI, contact Fire Chief Hooper.

Next Regular Meeting- Thursday, August 22, 2013, 6:30 pm at Goodwin's Mills Fire Station.

Meeting adjourned: 8:08 p.m.

Submitted, as recorded, this date of July 25, 2013, by FC Clerk, Ann Paquette.