

LYMAN-DAYTON FIRE COMMISSION (FC)
Minutes of Meeting – August 22, 2013

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

Present – Fire Commissioners: Amos Gay, Don Hernon, Ray Demers, Jim Roberts, Wendell Smith, Jim Sotir; Fire Chief Rod Hooper; Dayton/Fire Department Treasurer Angela Cushman; Arundel Town Manager Todd Shea; Dayton Selectman Gerry Taylor, Ann Paquette, Clerk

Guest Speaker – Chris Champagne, Greenwood Fire Apparatus, Inc. (Northeast Distributor)

Handouts

- Draft Minutes of 07-25-12 FC meeting
- Presentation Folder by Greenwood Fire Apparatus, Inc.
- Treasurer's Report
- Draft LDFC Regulation 1104 (Complaint/Compliment Procedures)
- LDFC Reg. 1311 - Fire Equipment Fee Schedule (2.0 – Procedure Fees)
- Draft Proposed Warrant Articles
- Proposed changes to Vacation / Section 9.2 GMFR Personnel Policy
- Proposed Paid Time Off (PTO) Policy
- Proposed Flat Fee Schedule on Medical Reimbursement Services

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

- Approved
 - Minutes of 07-25-13 FC meeting; to be posted on Lyman/Dayton Town websites.
 - Treasurer's Report (July). Reflect the Dayton/Lyman Operations and Personnel as separate line items
 - Change in Payroll issue dates for all call-force employees to be paid monthly, after required employee notification
 - Draft Warrant Article: Excess Ambulance Revenue; Selectmen to review
 - 5-year contract at 7% fee collection rate (Medical Reimbursement Services)
 - Fire Chief authorized to bill Fire Equipment Fees through Medical Reimbursement Services for commercial carrier incidents and nonresidents of Lyman and Dayton
 - Draft: Flat Fee Schedule (Medical Reimbursement Services): Selectmen to review
 - \$400+ write-off of ambulance fee for deceased individual
 - List of overdue accounts – prepare and submit to collection agency
 - Detailed agendas from FC Secretary Don Hernon prior to each FC meeting

 - Tabled discussion: Paid Time-Off Policy
 - Tabled discussion: Warrant on Fire Truck Account Fund

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

- FC will arrange for Greenwood Fire Apparatus, Inc. and other vendors to meet specifically with Selectmen/Budget Committees in near future about lease option program
- Fire Chief will check on other lease options available i.e, Osh Kosh/Pierce and possible apparatus demos for purchase
- Fire Chief to sign 5-year contract reflecting reduced MRS fee to 7% (from 10%)
- Fire Chief to secure final review and signatures on flat fee schedule on Medical Reimbursement Services
- Fire Chief will contact collection agency regarding \$17,000 in uncollected accounts
- Fire Chief to conduct research on where income produced from traffic control, haz mat control, auto extrication, etc. should be allocated (LDFO Reg.1311-Fire Equipment Schedule, 2.0 Procedure Fees)
- Fire Chief to submit usage data to Medical Reimbursement Services for billing of fire equipment fees per LDFO Reg. 1311
- Fire Chief to allow 2 members of Fire Dept. to review proposed Complaint/Compliment reporting procedures for their input
- Fire Chief to review Disposition of Excess Fire Dept. Equipment protocol at Officer's Meeting in October
- FC Treasurer to gather research on other financing options, i.e. Gorham Savings Bank, Maine Municipal Bond Bank
- FC Treasurer to check on legality of charging administrative fees on court-ordered garnishment of wages
- FC Treasurer will contact Ron Smith, Accountant, on feasibility of warrant regarding transfer of accrued revenue under Ambulance Billing Services to pay possible billing company shortages at end of fiscal year
- FC Treasurer to conduct further research on possibility of moving FC Treasurer work to office within GMFD
- FC Secretary to provide FC Meeting Agenda prior to meeting to FC members and town website
- FC Secretary to contact Maine Municipal Association to request review of draft LDFO Regulation 1104 (Complaint/Compliment Procedures)
- FC Secretary to submit warrant article on Excess Ambulance Revenue to Selectmen for their consideration
- FC Secretary to submit Fee Schedule (Ambulance and Emergency Medical Services) to Selectmen for their approval, as required by the Interlocal Agreement

Apparatus Leasing Overview – Chris Champagne, representative of Greenwood Fire Apparatus, Inc. presented leasing options on emergency vehicles. Advantages: level tax-exempt payments, hedges against inflation, pay for equipment as used, ease of upgrade/replacement. Proposals and payment schedules provided for review. Agreed that Budget Committees and Selectmen should be part of future presentations. Further options, including demo purchases, will be reviewed.

Treasurer's Report – over \$170,000 collected last year in ambulance billing fees, approximately \$45,000 higher than anticipated. Note: collection fees still owed. As agreed, the Personnel and Operations line items on the Revenue Summary will be listed separately for Dayton and Lyman. Audit will be done on the first week of October.

Payroll - after a 1-year trial, wages will be switched back to being paid bi-weekly for full-time employees; monthly for part-time employees. Required notice to all employees will be given.

Wage Garnishments – consideration given to charging administrative fees on all wage garnishments, including those that are court-ordered (child support, back taxes, etc.). FC Treasurer, Angela Cushman, will research legality on assessing such fees on court-ordered garnishments.

Treasurer Relocation – with remote difficulties to files, and access issues for fill-in treasurer duties, possibility of relocation of FC Treasurer work to GMFD. Issue tabled until further discussion with Selectmen.

Medical Reimbursement – new 5-year contract approved for reduction of fee (from 10% down to 7%). Fire Dept. now has sole responsibility for obtain patient signatures on Medicaid/Medicare billing forms. Proposed flat fee schedule, which will improve approval rates by insurance providers, was approved and will be forwarded to Selectmen for review and signatures.

Fire Dept. Procedure Fees (LDFO 1311-2.0) – billing by Fire Chief Hooper will now be consistent through Medical Reimbursement Services on traffic control, haz mat control, auto extrication, etc. Fire Chief will research how funds will be allocated.

GMFR Personnel Policy –

- Proposed amendment Section 9.2-Vacation. Many changes were suggested, including the accrual schedule, usage, cash in/carry over, separation and a grandfather clause.
- Proposed amendment of Section 9.2 to use Paid Time Off in place of vacation/sick leave, personal days, holidays. Lively discussion concerning concept and accrual rules.
- Both proposed amendments tabled for further review.

Overdue Accounts – over \$17,000 in uncollected fees. Fire Chief Hooper will contact collection agency to determine their strategy for collecting these funds.

Complaint/Compliment Procedure - while FC Secretary Don Herson contacts MMA for guidance on draft procedures, Fire Chief Hooper will have 2 senior firefighters review the proposal for their input.

Warrant Articles (proposed) – warrant for Excess Ambulance Revenue (transfer of excess revenue to ambulance replacement fund vs. town surplus account) to be forwarded to Selectmen by FC Secretary Don Herson for consideration. Warrant for Ambulance Billing Services (transfer of accrued ambulance revenue to offset billing fee shortage) will be given to Ron Smith, Accountant, by FC Treasurer, Angela Cushman, for review. Warrant for Fire Truck Account Fund tabled until further discussion with Selectmen.

Fire Station HVAC – computer that controls HVAC not working properly. Affecting A/C and boiler system. Resulted in \$850 electricity bill for August. Trane will look at system on Monday, August 26 (\$145 per hr.); Eastern Mechanical will donate their time during Trane’s visit for assistance.

Solar Power – also on Monday, August 26, Revision Energy will examine potential for solar power panels. Investor paid in exchange for tax credits.

Lightbulbs – consideration to changing to LED’s at \$250 per fixture; uses 1/3 of electricity than fluorescents. Quote will include Efficiency Maine discounts. Current lightbulbs: \$18 each.

Cost Sharing – Fire Chief Hooper announced that after some research, the NFPA online subscription will be shared with the Waterboro Fire Dept., a savings of \$900.

Dress Code – due to public concerns, Fire Chief Hooper will initiate a Fire Chief Directive regarding proper dress during Fire Dept. meetings and outside calls.

GMFR Activity Requirements – Employees to be given option to voluntarily be on-call for specific night(s) as effort to improve call response; being on call will count for GMFR activity credit.

Fire Station Visits – FC Commissioners Jim Roberts and Don Herson recently visited fire stations in Standish, Buxton, and Falmouth. More visits to other stations are anticipated as information is gathered about the workings of other departments.

Fire Prevention Week – 10/6 – 10/12. Activities to be planned within community. More information at next meeting.

New Firefighter Hired – Fire Chief Hooper hired Mr. Nate Keller as full-time firefighter/EMT.

Adoption of 16 Firefighter Life Safety Initiatives – Review tabled until next FC meeting.

Next Regular Meeting- Thursday, September 26, 2013, 6:30 pm at Goodwin’s Mills Fire Station.

Meeting adjourned: 9:59 p.m.

Submitted, as recorded, this date of August 22, 2013 by FC Clerk, Ann Paquette.