

LYMAN-DAYTON FIRE COMMISSION (FC)
Minutes of Meeting – November 14, 2013

Location: Goodwin's Mills Fire Station – called to order at 6:36 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; Deputy Fire Chief Chad Johnston; Ann Paquette, Clerk.

Guests – Chris Champagne of Greenwood Fire Apparatus; Lyman Selectmen: John Houy, Steve Marble, Vicky Gavel. Dayton Selectman: Gerry Taylor. Lyman Budget Committee: Maurice St. Clair, Nancy Herman, Steve Gray, Jeff Demers. Dayton Budget Committee: Dan Gay, Nancy Harriman, Woodie Brown.

Handouts

- Meeting Agenda dated 11/14/13
- Draft Minutes of 10/17/13 regular meeting and 11/07/13 special meeting
- Treasurer's Report
- GMFD Current Fleet Timeline
- Lease presentation materials: Greenwood Fire Apparatus

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

- **Approved**
 - Approved as amended: 10/17/13 minutes – to be posted on town websites.
 - Approved: 11/07/13 special meeting minutes
 - Separation of Medical Call revenue from Haz-Mat revenue on FD budget
 - Table discussion on Capital Equipment financing options
 - Amend HR1105 Policy for addition of wage garnishment fees
 - Pay terminated employee for first year's vacation plus accrued vacation to date

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

- **Fire Chief** will create draft of amendment to HR Policy 1105 relative to wage garnishment fees at \$2 per check
- **Fire Chief** to submit grant application to FEMA/Assistance to Firefighters Grant (AFG) for pumper/tanker prior to 12/06/13 deadline.
- **Fire Chief** to submit Forestry Grant for hose and a portable pump. This is a grant administered by the Maine Forest Service. Deadline was 11/15/13. Grant application has been submitted.
- **Fire Chief** will follow through on appointment with Bureau of Unemployment Compensation for terminated employee
- **FC Secretary** will re-write draft of trial protocol for Disposal of Excess Fire Department Equipment to align language with current Lyman charter provisions

- **FC Treasurer** will gather information on possible requests for bids on accounting audit. Additionally, further clarification will be made on Ron Smith's \$500 audit increase.
- **FC Amos Gay** will forward draft of proposed changes to GMFR Personnel Policy (vacation days, Paid Time Off Concept, Medical Insurance Alternative, Leave without Pay) to FC members for review prior to next regular FC meeting

Discussion:

Lease purchase method – in-depth discussion between FC, and Selectmen and Budget Committee members from Lyman/Dayton regarding presentation at meeting by Chris Champagne, representative of Greenwood Fire Apparatus, on vehicle financing. Three, four and five-year replacement plans were compared to allow for better time spacing of vehicle replacements. Other possible financing methods: banking or bonding. Selectmen and Budget Committee members will discuss details with absent members and advise FC in near future. Note: Lyman Town Charter requires a 5-year capital program.

Treasurer's Report – Audit not yet finalized. Ron Smith, accountant, will be contacted regarding \$500 increase in audit costs. Fire Chief Hooper states the budget is on track at this point.

Station Alarm – Fire Chief Hooper has not received word from Howard Systems to release code. Matter may have to be pursued legally. Any letters sent will be copied to the Fire Commission.

Excess Fire Equipment – FC Secretary Don Herson will re-write protocol to better align with current Lyman charter provisions.

GMFR Personnel Policy – regarding use of vacation days, paid time off concept, medical insurance alternatives and leave without pay, FC Amos Gay has patterned a proposal similar to that of the Civil Service System, which he will provide to FC members for review prior to next FC meeting.

Executive Session – 8:58 p.m. FC voted to go into Executive Session per 1MRSA 405(6) A, Personnel Matters. 9:12 p.m. Voted to leave Executive Session; no votes taken; nothing to report.

Fire Chief Letter – After discussion, FC voted to accept a letter from Fire Chief Hooper dated 11-12-13, in response to a counseling letter from the FC Chairman to the Fire Chief dated 10-21-13.

Hiring Replacement Full-Time Firefighter – After discussion, FC voted (4 in favor; 1 abstention) to authorize the Fire Chief to hire a replacement full-time firefighter, using candidates from the previously approved hiring list that is effective until December 1, 2013. Authorized to hire Mr. Christopher Ray.

Next Regular Meeting- Thursday, December 12, 2013, 6:30 pm at Goodwin's Mills Fire Station.

Meeting adjourned: 9:24 p.m.

Submitted, as recorded, this date of October 17, 2013, by FC Clerk Ann Paquette.