

LYMAN-DAYTON FIRE COMMISSION (FC)
Minutes of Meeting – May 16, 2013

Location: Goodwin's Mills Fire Station – called to order at 6:37 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,; Lyman Selectman George Sutton; Ann Paquette, Clerk

Absent – Fire Commissioner: Ray Demers

Handouts

- Draft Minutes of 04-25-13 FC meeting
- Budget FY-2013
- List: fiscal year items to postpone or proceed with
- Proposed By-Laws of Lyman/Dayton Fire Commission
- Draft: Complaint Reporting Procedure
- Disaster Mutual Aid Agreement for York County

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

- Approved
 - Minutes of 04-25-13 FC meeting; to be posted on Lyman/Dayton Town websites.
 - \$1,725 expenditures approved for FY-2013; other expenses on hold until June
 - Pay cycle for Fire Dept. will end on Wednesday; checks still issued on the following Thursday
 - New work shifts at Fire Dept: from 2 days on-1 day off to 3 days on-2 days off; to be implemented July 1, 2013

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

- Reconciliation between TRIO and Data Trac will occur more often, allowing both systems to operate more efficiently and accurately
- FC Secretary will forward newly signed By-Laws to Selectmen of both Towns
- FC Secretary will send letter to Selectmen recommending a proposed amendment to the GMFR Personnel Policy to allow a Medical Insurance Alternative
- FC Chair will send thank you letter to Goodwin's Mills Firefighters Relief Association Relief Association for donated flags and lights.
- Fire Chief to continue researching bulk purchases and travel costs with other fire departments to save money; So. ME Regional planning will be contacted for guidance
- Fire Chief will forward approved and signed Disaster Mutual Aid Agreement for York County to appropriate officials
- Fire Chief to implement new work shift schedules effective July 1st

Budget FY 2013 – with budget at low end financially, important items for FY-2013 were approved as follows: Rescue 5 ball joints (\$700), Rescue 5 A/C Freon leak (\$500), Squad 1 Class A Foam Proportioner Parts (\$90), Ladder 2 Wheel Lugs (\$350), Gas Meter 02 Meter Sensor (\$85), for total of \$1,725. Delayed purchases (June): Parts for Repeater Move, Meeting Room exterior door, Finance Office workstations, SCBA Repair, Hoods/Gloves (5 sets).

Bulk Expenditures – Fire Chief Hooper has been working with various fire departments and fire officials (including Arundel Fire Chief Bruce Mullen) regarding the possibility of sharing vendors, travel costs, bulk purchases such as turnout gear, etc. in an attempt to find savings for all fire departments participating.

Major Truck/Ambulance Repairs – Lieutenant Johnston is investigating options for contracting repairs and major maintenance for Fire Dept. trucks and ambulances to achieve cost savings.

Treasurer Coverage – Lyman Town Selectman discussed options for covering future absences (vacation, sick time, etc.) of Angela Cushman, Dayton and Fire Department Treasurer. Research to be conducted on how replacement would be paid and by whom.

Pay Cycle – In an effort to provide more time for the processing of payroll, the pay cycle will end on Wednesday (vs. Saturday) with checks still issued on the following Thursday. A 30-day notification will be provided to all employees affected prior to implementation of this change.

Lyman Selectmen Input on Fire Chief Evaluation Process – Lyman Selectman George Sutton provided input on the process used by the Fire Commission in conducting the Fire Chief's personnel evaluation in April, 2013.

Employee Medical Insurance – Proposed amendment to GMFR Personnel Policy would allow employees who have medical insurance coverage through their spouses or other sources to elect not to participate in the town's insurance program, thus saving the town considerable money. The town would reimburse the non-participating employee one-half of the town's cost savings. FC Secretary will send a letter to the Selectmen with the propose amendment to the Personnel Policy.

By-Laws – By-Laws of the Lyman/Dayton Fire Commission were reviewed, approved and signed. Selectmen from both towns will be sent copies.

Complaint Reporting Procedures – suggested changes were made as categorized below:

1. Purpose: add'improper conduct by ... or other fire department employees'
2. Scope: add...'and members of the Lyman/Dayton Fire Commission'
3. Complaint Reporting: add...'complaint from the general public with copies to Fire Chief and Fire Commission. If complaint involves Fire Chief, complaint is forwarded to Fire Commission.'

Also: add... 'formal documented complaint and informal undocumented complaint'

4. Electronic reporting: electronic feedback can be done via Fire Dept. website
5. Fire Commission: add... 'Fire Chief to provide copy of complaints to the Fire Commission from the general public'
6. Change title of procedures to: Complaint Reporting Procedures

Disaster Mutual Aid Agreement for YC – Chief Hooper highly recommended participation in this program which is used during catastrophic events i.e. hurricanes, flooding, forest fires, etc. Towns agree to share resources during these types of events. The Interlocal Agreement allows the Fire Commission to sign this agreement. The agreement was signed and given to the Fire Chief for forwarding to the appropriate York County officials.

Public House Restaurant – expired licenses, lack of an alarm system, safety hazards, and a high fire load have increased the public safety issue. Business has not been proactive with regards to compliance. The Lyman Code Enforcement Office will be issuing a report of recommendations to this business.

Call Force Members – two new members were added: Matt Piantoni and Sam Scola

New Students – 2-day interview process will take place soon. Captain Matt Duross heads the Student Program.

Graduation – FF's 1 & 2 will be graduating at a ceremony at Thornton Academy on June 18th.

Recognition Meeting: the next regularly scheduled meeting will include the recognition of recently graduated members and those firefighters/medics that responded to the recent death of a small child as a result of an automobile accident. Selectmen from both Towns will be invited to attend.

Next Regular Meeting- Thursday, June 20, 2013, 6:30 pm at Goodwin's Mills Fire Station.

Meeting adjourned: 8:45 p.m.

Submitted, as recorded, this date of May 16, 2013, by FC Clerk, Ann Paquette.