

LYMAN-DAYTON FIRE COMMISSION (FC)
Minutes of Meeting/Workshop – July 11, 2013

Location: Dayton Town Hall – called to order at 6:30 p.m.

Present – Fire Commissioners: Amos Gay, Don Hernon, Jim Roberts, Jim Sotir, Wendell Smith; Deputy Fire Chief Chad Johnston; Dayton/Fire Department Treasurer Angela Cushman

Absent – Fire Commissioner Ray Demers; Fire Chief Rod Hooper (military leave); Ann Paquette, Clerk

Handouts

- Draft Minutes of 06-20-13 FC meeting
- Draft FC Mission Statement and sample mission statements from other towns

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

- **Approved**
 - **FC** - Minutes of 06-20-13 FC meeting as amended; to be posted on Lyman/Dayton Town websites.
 - **FC** – FC Mission Statement

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

- **FC Secretary** to forward FC Mission Statement to Selectmen of both towns for information
- **FC Subcommittee** (Jim Roberts, Don Hernon) to develop comparison of Fire Department personnel costs versus neighboring towns
- **FC Subcommittee** (Amos Gay, Jim Sotir, Don Hernon) to develop long range plan for replacement of Capital Equipment (fire trucks, ambulances)
- **FC Secretary** to draft a protocol memo for disposal of excess Fire Department equipment. Memo will be reviewed by FC before going to Boards of Selectmen.
- **FC** discuss GMFR Treasurer salary with Boards of Selectmen
- **FC** to discuss a protocol to cover emergency services billing at the end of the fiscal year if emergency services revenue exceeds the budgeted amount.

FC Mission Statement – It was noted that the Lyman Town Charter, Section 501, requires that the Lyman Selectmen annually review and approve a Mission Statement from all Boards. A fire commission Mission Statement is not addressed in the Interlocal Agreement. FC reviewed a draft Mission Statement and Samples from other towns, and approved a FC Mission Statement.

Fire Department Personnel Costs – FC reviewed preliminary data on personnel costs from other towns. It was determined that a subcommittee should establish a specific list of items that comprise Fire Department personnel costs, and then review this list with neighboring towns to develop a basis for

comparison. Fire Commissioners Jim Roberts and Don Heron will be on this subcommittee; Treasurer Angela Cushman will develop a spreadsheet to display the comparison data.

Long Range Capital Equipment Replacement Plan - FC discussed need to develop a long range plan for replacement of Fire Department Capital Equipment (fire trucks, ambulances), and to discuss this proposed plan with Selectmen and Budget Committees before the Fiscal year budget cycle begins. It was noted that each Town maintains its own Fire Truck account, and that there is an Ambulance CD currently on deposit. Amos Gay and Jim Sotir will be on this subcommittee with assistance from Don Heron.

Payment for Treasurer Services – payment for Treasurer’s services was omitted from Fire Department budget. It is estimated that GMFR salary @ 10 hours per week totals about \$12,500 per fiscal year, including payroll taxes. Lyman share \$7500; Dayton share \$5000. Fire Commissioners will discuss this issue with Boards of Selectmen.

Changes to ILA and GMFR Personnel Policy – It was noted that Lyman and Dayton Selectmen signed the Third Amendment to the Interlocal Agreement, and the Third Amendment to the GMFR Personnel Policy.

Additional GMFR Personnel Policy Changes – It was noted that Lyman Selectmen are discussing changes to the Lyman Personnel Policy. FC will discuss any additional changes to the GMFR Personnel Policy after reviewing any changes made to the Lyman Personnel Policy. It was noted that the FC should review/approve Fire Chief training requests.

Fire Chief Military Leave – Chief Hooper is on military leave July 8th through July 14th.

Executive Session – 7:35 p.m. FC voted to go into Executive Session per 1MRSA 405(6) A, Personnel Matters. 7:55 p.m. Voted to leave Executive Session; no votes taken; nothing to report.

Emergency Services Revenue – It was noted that the billing company that handles Fire Department emergency services bills charges a fee of 10%, which is based on funds paid directly to the Fire Department. At the end of the fiscal year it is possible for this billing fee may exceed the amount budgeted if Fire Department emergency services revenue exceeds the estimated amount for that fiscal year. A protocol to correct this potential issue needs to be discussed with the Selectmen and Budget Committees.

Disposal of Excess Fire Department Equipment – Currently, the Interlocal Agreement, Section 5.3 Disposition, specifies that Selectmen approval is needed for disposal “of any property”. FC feels that here should be a threshold of equipment value where the items may be disposed of after FC approval and without Selectmen involvement. **FC Secretary** will draft a protocol memo for disposal of excess Fire Department equipment. Memo will be reviewed by FC before going to Boards of Selectmen.

Budgeted Sick Time – There was a brief discussion on how potential sick time should be budgeted. No resolution.

Dissemination of Information from Completed Personnel Investigation – It was noted that there has been little dissemination of information from the FC to unaffected GMFR employees regarding results of personnel investigation completed in April 2013. It is planned to cover this personnel investigation when the FC Complaint Reporting Procedure is approved and promulgated, possibly by September 2013

Next Regular Meeting- Thursday, July 25, 2013, 6:30 pm at Goodwin's Mills Fire Station.

Meeting adjourned: 8:15 p.m.

Submitted, as recorded, this date of July 11, 2013, by FC Secretary, Don Hernon.