

**LYMAN-DAYTON FIRE COMMISSION (FC)**  
**Minutes of Special Meeting – October 8, 2013**

**Location:** Goodwin's Mills Fire Station – called to order at 6:58 p.m. This meeting was called as a special meeting by the FC Chairman per the Bylaws of the LDFC, approved May 13, 2013.

**Present** – Fire Commissioners: Ray Demers, Amos Gay, Don Herson, Jim Roberts, Wendell Smith, Jim Sotir; Treasurer Angela Cushman; Fire Chief Rod Hooper; Deputy Fire Chief Chad Johnston; Goodwin's Mills Firefighters Relief Association(GMFRA): President Norman Bilodeau, Board of Directors Chairman James Johnston; Director Matt Duross (part time); Firefighter Daniel Roy

**Absent** – Ann Paquette, Clerk

**Handouts**

- None

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

- **Approved**
  - Directed Fire Chief Hooper to convene an investigation into the possible misuse of GMFRA House Funds using the process and procedures of LDFC Regulation 1104, Complaint/Compliment Reporting & Investigation Procedures, revised 9-26-13

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

- **Fire Chief** to follow LDFC Regulation 1104 in processing a personnel investigation as noted above.

**Reason for Meeting** – GMFRA established a House Fund to pay for food and other items used by GMFRA members. The FC approved a voluntary 1% weekly withdrawal from employees' payroll for participants on January 23, 2013. GMFRA is responsible for the organization and management of the House Fund.

Recently, the Fire Chief noted that the balance in the GMFRA House Fund account appeared to be lower than expected. GMFRA President Normand Bilodeau and Board of Directors Chairman James Johnston performed a preliminary audit of the House Fund with the assistance of the GMFR employee who had volunteered to be in charge of the Fund, with the following results:

- Receipts not being scanned to share drive
  - Some receipts missing or incomplete (did not show itemized list of purchases)
  - Records not well organized
  - House Fund credit card receipts incomplete; credit card used twice for inappropriate purchases
- Normand Bilodeau and James Johnston noted that all funds used for questionable purchases have been recovered, and a new person has been placed in charge of the House Fund. They also stated that GMFRA procedures for reconciling House Fund purchases will be more closely followed in the future.

**Executive Session** – 7:22 p.m. FC voted to go into Executive Session per 1MRSA 405(6) A, Personnel Matters. 7:38 p.m. Voted to leave Executive Session; no votes taken; nothing to report.

**Fire Chief Investigation** – After discussion, FC voted to direct the Fire Chief to convene an investigation into the circumstances of the possible misuse of House Fund monies. LDFC Regulation 1104 procedures will be followed.

**Next Regular Meeting-** Thursday, October 17, 2013, 6:30 pm at Goodwin's Mills Fire Station.

Meeting adjourned: 7:40 p.m.

**Submitted, as recorded, this date of October 8, 2013, by FC Secretary, Don Heron.**