

**Lyman-Dayton Fire Commission (FC)
Minutes of Meeting –January 19, 2012**

Meeting held at Goodwin's Mills Fire Station was called to order at 6:23 pm.

Present – Fire Commissioners: Jim Roberts, Chris L'Heureux, Ray Demers, Normand Melancon , Don Hennon; Municipal Fire Chief Rod Hooper; Goodwin's Mills Fire Rescue (GMFR) President Normand Bilodeau and Captain Chad Johnston; GMFR Bookkeeper Mary Ann Wade; Lyman Municipal Fire Department Treasurer Carol Stewart; Lyman Selectman Leo Ruel (part time); Dayton Selectmen Ted Poirer (part time) and Scott Littlefield (part time); Dayton Treasurer Angela Cushman (part time).

Absent – Fire Commissioner Wendell Smith.

Handouts-

1. Draft Minutes of 12-29-11 FC meeting
2. Draft Lyman-Dayton Fire Commission Regulations prepared by Chief Hooper
 - a. 1101, Employee Hiring Process
 - b. 1102, Pre-Employment Physical Agility Test (PAT)
 - c. 1103, Alcohol and Drugs
 - d. 1401, Documentation and Dissemination of Policies and Procedures

Minutes - FC members voted to approve minutes of December 29, 2011 FC meeting. FC meeting minutes will be posted on the Lyman/Dayton Town websites.

Municipal Fire Department Financial Procedures – There was a discussion of the progress of transferring GMFR accounting, financial records, and procedures to the Town of Lyman under the provisions of the Interlocal Agreement. FC Chairman **Jim Roberts** noted that the FC sent a letter on January 3, 2012 to Lyman and Dayton Boards of Selectmen requesting that a Town of Dayton representative be added as a signatory to the Municipal Fire Department Bank Account Card, and that no response had been received from the Boards of Selectmen. Also, the remote TRIO accounting system access has not yet been provided to the Town of Dayton. After a lively discussion, the following items were agreed upon:

- **Carol Stewart** has been appointed as Municipal Fire Department Treasurer; **Angela Cushman** will be named as Deputy Municipal Fire Department Treasurer.
- **Chief Hooper** will coordinate with the Municipal Fire Department Treasurer and Deputy Treasurer and recommend to the Fire Commission the number and identity of Fire Department Bank Account signatories and any procedures necessary for signing Fire Department purchase orders and checks (e.g., should two signatures be required above a specified limit). **Chief Hooper** will consider developing a draft Fire Commission Regulation covering Municipal Fire Department budget and accounting procedures.
- Municipal Fire Department accounting and financial records will be maintained on QuickBooks through the current fiscal year, and will transfer to the TRIO accounting system used by the Towns of Lyman and Dayton on July 1, 2012.

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- GMFR Bookkeeper **Mary Ann Wade** will provide a price for purchasing a second QuickBooks license for use at the Fire Station during this fiscal year when more than one person will be using the software; second license will be paid for from the Municipal Fire Department account; **Ms. Wade** will buy the second license from the Town of Lyman at the end of the current fiscal year.
- **Chief Hooper** will propose a contract with Post Accounting (**Ms. Wade's** firm) to assist in the closeout of GMFR books and the transition to a Municipal Fire Department; the contract will include QuickBooks license noted above.
- Lyman Selectman **Leo Ruel** will ensure that the Town of Lyman computer consultant installs the TRIO accounting system access for the Town of Dayton, and provides any necessary training.

Municipal Fire Department Activities and Transition Priorities – Chief Hooper discussed recent Fire Department activities and priorities, as summarized below:

- **Chief Hooper** has visited the Fire Stations in neighboring towns to reaffirm contacts.
- Recent Fire Department responses to calls.
- Status of FEMA Grant transfer to the Towns of Lyman and Dayton and closeout. It appears that FEMA is willing to transfer the Grant to the Towns if the Grant cannot be closed out in the near future. **Chief Hooper** is meeting with attorneys on January 27, 2012 regarding the FEMA Grant.
- Hiring of third Municipal Fire Fighter is expected to occur after the Real Property Closing specified in the GMFR Purchase and Sale Agreement which is estimated to be on or about February 28, 2012 (90 days after the signing of the P & S Agreement by the Boards of Selectmen and GMFR Officers).
- Fire Department budget development for Fiscal Year 2012/2013 has begun. One uncertainty is the annual operating cost of the larger, modernized Fire Station. **Chief Hooper** and Fire Commissioner **Don Hernon** will attend the Lyman Budget committee meeting scheduled for January 23, 2012.
- Review/rewrite of Fire Department Regulations, Directives and Standard Operation Guidelines has begun. Regulations are higher level policies and procedures approved by the Fire Commission. Directives are more detailed policies and procedures approved by the Fire Chief. SOGs contain guidance from the Fire Chief on operational, tactical and technical matters.
- Standard Fire Department Report is being developed for routine reporting of Fire Department activities to the Fire Commission and possibly to the Boards of Selectmen.
- The dead line of January 13, 2012 for current GMFR employees to apply to become Town of Lyman employees has passed; 48 GMFR employees have applied; 8 GMFR employees did not apply.
- Current GMFR officers have been retained in their positions in an acting capacity pending review and possible reorganization by **Chief Hooper**.
- List of GMFR contracts has been prepared and is under review.
- **Chief Hooper** has talked with the Maine Municipal Association about Fire Department insurance coverage, with further discussion needed concerning coverage for volunteers or Fire Department employees who may be performing functions in a non-duty status (e.g., watering a ball field; hanging flags for the July 4th celebration).

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- A recent fire truck rollover from another town was reported in the Portland Press Herald on January 18, 2012, with that town subsequently adopting a policy that all fire truck drivers will have to obtain a commercial driver's license. **Chief Hooper** explained that our Fire Department currently requires all fire truck drivers to be 21 years old and have completed an Emergency Vehicle Operation Course. Completion of this course will become a Maine state requirement in March 2012. **Chief Hooper** does not recommend a requirement for a commercial driver's license.

Municipal Fire Department Regulations – The Fire Commission discussed four draft Regulations: 1101, Employee Hiring Process; 1102, Pre-Employment Physical Agility Test (PAT); 1103, Alcohol and Drugs; and 1401, Documentation and Dissemination of Policies and Procedures, and voted to approve these Regulations as amended. **Chief Hooper** will make the specified changes and have these four Regulations signed by Fire Commission Chairman **Jim Roberts**.

GMFR Status - GMFR President **Normand Bilodeau** provided status on the establishment of the Goodwin's Mills Firefighters Relief Association. Information has been provided to the GMFR attorney to establish the name and purpose of the Association. As specified in the Purchase and Sale Agreement, **Mr. Bilodeau** will recommend to the Towns an amount of funds to be used for one part-time employee of the Association to manage the charitable and temporary landowner functions. **Mr. Bilodeau** has received an insurance quote for the 1953 Chevrolet Fire Truck, effective February 1, 2012.

Fire Commissioner Packets – **Chief Hooper** will prepare information packets for the Fire Commissioners before FC meetings to allow for review of the material before the meeting.

Next Meeting –Next FC meeting will be on Thursday, February 2, 2012, 6:30 pm at Goodwin's Mills Fire Station.

Adjourned - Meeting adjourned at 8:55 pm.