

Lyman-Dayton Fire Commission (FC)
Minutes of Meeting – November 17, 2011

Meeting held at Dayton Town Hall was called to order at 6:30 pm.

Present – Fire Commissioners: Jim Roberts, Ray Demers, Chris L'Heureux, Normand Melancon, Wendell Smith, Don Hennon; Goodwin's Mills Fire Rescue (GMFR) representatives President Normand Bilodeau, Chief H. Rodney Carpenter, Deputy Chief Karen Wheeler; Lyman Treasurer Carol Sanborn; Dayton Selectmen Mike Polakewich (part time).

Handouts-

1. Draft Minutes of 11-3-11 FC meeting
2. Municipal Fire Chief Interview Process, revised 11-17-11
3. Information for Municipal Fire Chief Candidates, revised 11-17-11
4. Municipal Fire Chief Interview Questions submitted by Fire Commissioners, dated 11-17-11; given to Fire Commissioners only
5. Municipal Fire Chief Questions arranged by Topic, dated 11-17-11; given to Fire Commissioners only

Minutes - FC members voted to approve minutes of November 3, 2011 FC meeting. FC meeting minutes will be posted on the Lyman/Dayton Town websites.

Municipal Fire Chief Interview Process – The Fire Commissioners discussed the process for the Municipal Fire Chief Interviews scheduled for Friday, November 18, 2011 at the Dayton Town Hall, with the following comments:

- Interview questions submitted by Fire Commissioners were reviewed, revised and consolidated.
- Information sheet for Municipal Fire Chief Candidates was revised to include a request for a list of references, and to indicate that the candidates would receive copies of the Fire-Rescue Department Personnel Policy (approved but not yet signed by the Boards of Selectmen) and the Interlocal Agreement (signed 12-20-10).
- GMFR Chief H. Rodney Carpenter volunteered to sit in on the Municipal Fire Chief interviews to lend his expertise. The Fire Commissioners discussed and then voted to not accept the offer.
- FC Chairman Jim Roberts will request background checks on selected Municipal Fire Chief Candidates after the interviews are completed.

Municipal Fire Chief Applications – Fire Commissioner **Jim Roberts** has custody of the Fire Chief Candidate applications in a locked cabinet in the Dayton Town Hall.

Municipal Fire Department Documents – The Lyman and Dayton Selectmen have approved the following documents:

- Fire-Rescue Department Personnel Policy
- Purchase and Sale(P&S) Agreement to Transfer GMFR Assets to the Towns of Lyman and Dayton
- First Amendment to Interlocal Agreement between the Towns of Lyman and Dayton

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GMFR members voted on 11-1-11 to accept the P&S Agreement.

The three Municipal Fire Department documents were to be signed by the Lyman and Dayton Selectmen and GMFR Officers (P&S Agreement only) on November 17, 2011; however the information needed from GMFR for the P&S Agreement (contained in Sections 2.1 and 3.6; Exhibits D, E and G) has not been received. GMFR representatives stated that the delay in providing the P&S Agreement information is due to computer problems.

There was discussion on possible changes to the P&S Agreement recommended by Town Attorneys. GMFR representatives noted that these changes were made after the GMFR membership voted on 11-1-11 to accept the P&S Agreement. FC Chairman Jim Roberts will coordinate any final changes from the Town and GMFR attorneys, and present a final draft P&S Agreement to the Boards of Selectmen and GMFR for their acceptance.

Signing of the three documents has been tentatively scheduled for 7:00 pm on Wednesday, November 30, 2011 at the Dayton Town Hall.

Insurance Quotes –GMFR has provided the information needed to update the Maine Municipal Association insurance quote (update the replacement cost of Fire Department vehicles marked as “Y” on the Vehicle Listing; verify that all mobile equipment is listed on the Mobile Equipment listing). The updated information has been provided to MMA Insurance representatives.

Fire Commission Action List –Per the request of Fire Commissioner **Chris L’Heureux**, FC Secretary **Don Herson** will reinstitute the Fire Commission Action List to better track incomplete items.

Transfer of Accounting Functions from GMFR to Town of Lyman – Lyman Treasurer **Carol Sanborn** discussed Municipal Fire Department financial and accounting issues with the FC, with the following comments:

- Lyman Board of Selectmen is discussing a possible change as to how the Town of Lyman handles Municipal Fire Department finances.
- There is approximately \$3900 remaining of the \$19,000 voted by Lyman and Dayton residents for Municipal Fire Department startup funds. Major expenses have been legal expenses and the Fire Chief position advertising.
- List of vendors is needed from GMFR for use by the Municipal Fire Department.
- Lyman Treasurer will make up packets for use by GMFR employees to transfer to become Lyman municipal employees.
- Once the P&S Agreement is signed, the Lyman Treasurer will meet with the GMFR Treasurer (Mary Ann Wade) to discuss details of the transfer of financial assets.

GMFR Regulations – The FC did not discuss the GMFR Regulations for initial use by a Municipal Fire Department.

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Next Meeting –The FC decided not to meet on Friday, November 18, 2011 after the completion of the Municipal Fire Chief interviews. The next FC meeting will be on Thursday, November 30, 2011, 6:30 pm at the Dayton Town Hall.

Adjourned - Meeting adjourned at 9:11 pm.