

Lyman-Dayton Fire Commission (FC)
Minutes of Meeting – December 8, 2011

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

Present – Fire Commissioners: Jim Roberts, Ray Demers, , Normand Melancon, Wendell Smith, Don Hennon; Goodwin’s Mills Fire Rescue (GMFR) representatives President Normand Bilodeau; Lyman Treasurer Carol Sanborn; Lyman Assistant Treasurer Carol Stewart; Dayton Treasurer Angela Cushman; Dayton Selectmen Ted Poirer, Mike Polakewich, Scott Littlefield; Lyman Selectmen Leo Ruel, Steve Marble; Dayton resident Dave Pendleton (part time).

Absent - Fire Commissioner Chris L’Heureux.

Handouts-

1. Draft Minutes of 11-30-11 FC meeting
2. Letter dated 12-2-11 from Fire Commission Chairman to Lyman and Dayton Boards of Selectmen; Subject: Change of Assignment of Municipal Fire Department Treasurer
3. Email dated 12-8-11 from Lyman Treasurer to GMFR Bookkeeper; Subject Fire Department Files
4. Sample “Add Assets” computer print screen from TRIO Accounting Software
5. FC Action List as of 12-8-11
6. Municipal Fire Department Action List dated 12-8-11 prepared by FC Chairman **Jim Roberts**
7. Signed copies of Goodwins Mills Fire-Rescue Personnel Policy, adopted 11-30-11; First Amendment to Interlocal Agreement, signed 11-30-11; Purchase and Sale Agreement , signed 11-30-11; copies were given to Fire Commissioners only.

Minutes - FC members voted to approve minutes of November 30, 2011 FC meeting. FC meeting minutes will be posted on the Lyman/Dayton Town websites.

Posting Municipal Fire Department Documents on the Lyman and Dayton Town websites – The FC Secretary will scan the Fire-Rescue Department Personnel Policy, and the Interlocal Agreement with First Amendment, for the Lyman Selectman’s Clerk and the Dayton Code Enforcement Officer to post on the Town websites.

New Bylaws for the renamed GMFR Corporation, “Goodwin’s Mills Firefighters Relief Association” – GMFR members will vote on Bylaws for the new corporation on 1-3-12.

Insurance Quotes –Lyman Treasurer **Carol Sanborn** provided copies of the MMA Insurance quote dated 12-6-11 for the updated Municipal Fire Department insurance valuations.

Transfer of Accounting Functions from GMFR to Town of Lyman or Dayton – Lyman and Dayton Boards of Selectmen discussed Municipal Fire Department financial and accounting issues with the FC, with the following comments:

- FC Chairman **Jim Roberts’s** letter of 12-2-11 recommended that the Boards of Selectmen consider transferring the Municipal Fire Department Treasurer responsibilities from Lyman to

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Dayton, as permitted by the Interlocal Agreement, Section 4.3 Financial Procedures. There was lively discussion of the pros/cons of such a transfer, with the result that the issue was tabled by the Selectmen for 30 days.

- The Municipal Fire Department Action List dated 12-8-11 was discussed, with status provided by **Carol Sanborn, Carol Stewart, and Normand Bilodeau** on 17 Municipal functions and 7 Fire Department items. Progress on this list will be reviewed by the Lyman and Dayton Selectmen Chairmen at 3:30 pm on Thursday, December 15th 2011 at the Lyman Town Hall.
- Both Lyman and Dayton will provide one monthly Fire Department payment for the new Municipal Fire Department account.
- The Lyman and Dayton Treasurers will meet with the TRIO Information Technology representative to determine the method to provide a remote access terminal in Dayton Town Hall and the Municipal Fire Department for the Fire Department TRIO Account.
- Applications, forms W-4 and I-9, have been provided to GMFR members to submit to the Town of Lyman.
- Lyman Treasurer needs to meet with the GMFR Treasurer (Mary Ann Wade) to discuss details of the transfer of financial assets.

Fire Department Startup Funds - Per Lyman and Dayton Treasurers, there is approximately \$3900 remaining in Lyman's startup fund and \$3100 remaining in Dayton's startup fund.

Health Insurance – There was a discussion of health insurance provided to employees of Lyman, Dayton and the new Municipal Fire Department.

Executive Session – The FC voted to go into Executive Session to discuss Municipal Fire Chief Candidates. The FC was in Executive Session from 7:35 pm until 7:44 pm.

Municipal Fire Chief Nomination and Acceptance – The FC voted to nominate Mr. Roger S. Hooper, 46 John Street, Lyman, Maine, as Fire Chief of the Lyman-Dayton Municipal Fire Department (to be known as Goodwin's Mills Fire-Rescue). The Lyman and Dayton Selectmen left the FC Meeting to meet in Executive Session. Upon their return, the Dayton Selectmen voted to accept Mr. Hooper as Fire Chief. The Lyman Selectmen scheduled a meeting for 1 pm on Friday, December 9th, to vote on Mr. Hooper's nomination.

Notification of Municipal Fire Chief Candidates – The FC determined that the FC Chairman will notify the Fire Chief Candidate when approved by the Selectmen. The FC Secretary will then notify the unselected candidates.

Fire Commission Action List –The FC Action List as of 11-30-11 was not reviewed since items were covered by the Municipal Fire Department Action List discussed above.

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

Next Meeting –Next FC meeting will be on Thursday, December 15, 2011, 6:30 pm at the Dayton Town Hall.

Adjourned - Meeting adjourned at 8:46 pm.