

**Lyman-Dayton Fire Commission (FC)**  
**Minutes of Meeting – February 27, 2012**

Meeting held at Goodwin's Mills Fire Station was called to order at 5:37 pm.

**Present** – Fire Commissioners: Jim Roberts, Ray Demers, Wendell Smith, Don Herson; Municipal Fire Chief Rod Hooper; Lyman Municipal Fire Department Treasurer Carol Stewart; Lyman Treasurer Carol Sanborn; Lyman Selectmen Leo Ruel, Victoria Gavel; Dayton Selectmen Ted Poirier, Mike Polakewich, Scott Littlefield; Lyman Town Attorney Jennifer Peters; Dayton Town Attorney David Ordway; Goodwin's Mills Firefighters Association (GMFRA) Normand Bilodeau; Dayton Treasurer Angela Cushman; Lyman Budget Committee members: Maurice St. Clair, Paula Perusse, Bill Darlan, Alya Swan, Rodney Hammond, Dayton Budget Committee members: Woody Brown, John Gay, Daniel Gay, Lisa Morse, Polly Plourde; Dayton residents: Gerry Taylor, Tom McKenney.

**Absent** – Fire Commissioners: Chris L'Heureux and Normand Melancon.

**Handouts**

- Draft FY2013 Budget information and PowerPoint presentation slides

**Fire Department Financial Transition Issues** – Dayton Town Attorney David Ordway and Lyman Town Attorney Jennifer Peters led a discussion regarding transition of accounts and financial procedures from Goodwin's Mills Fire Rescue Incorporated (GMFR) to the Municipal Fire Department, including:

- Management of the transition process.
- Fire Department checks have been ordered, but not yet received.
- GMFR Inc. Certificates of Deposit have been transferred to Municipal Fire Department accounts.
- Next GMFR payroll period ends 2/29/12; as recommended by auditor (RHR Smith accounting firm), a new GMFR Employee Identification Number will be used. GMFR payroll will be processed from a separate TRIO module.
- All GMFR Inc. funds, except for those funds designated for the GMFRA will be transferred to Municipal Fire Department accounts.
- Municipal Fire Department Health Insurance for GMFR employees will become effective 3/1/12.
- Maine Municipal Insurance for Municipal Fire Department Casualty, Property and Worker's Compensation Insurance became effective 2/17/12.
- Attorney **Jennifer Peters** noted that the appointment of **Carol Stewart** as Municipal Fire Department Treasurer may need to be revised since the Interlocal Agreement specifies that the municipal treasurer of Lyman shall serve as Municipal Fire Department Treasurer.
- Attorney **David Ordway** noted that Section 4.3 Financial Procedures of the Interlocal Agreement states that the Boards of Selectmen shall annually revisit the question of which Town shall employ the Municipal Fire Department Treasurer, and that this function could alternate between the Towns. He also noted that "annually" could be mean either the anniversary of the signing of the Interlocal Agreement (December 20<sup>th</sup>) or each Fiscal Year.
- The possibility of placing the Fire Department financial functions under the supervision of the Fire Commission and the Fire Chief was mentioned, but not discussed in detail. Attorney

**Lyman-Dayton Fire Commission (FC)**  
**Minutes of Meeting – February 27, 2012**

**Jennifer Peters** noted that the person performing these financial functions must be bonded, as is required by Maine State statutes for Town Treasurers.

**Municipal Fire Department FY12/13 Budget Review** – Fire Chief **Rod Hooper** presented financial data on current Fire Department income and expenses, and proposed Fire Department Budget for FY2013 to the Lyman and Dayton Boards of Selectmen, and the Lyman and Dayton Budget Committees. A proposed 24/7 Fire Department Additional Staffing Budget was also presented. The presentations were well received.

The Boards of Selectmen and Budget Committees decided to meet at 6:30pm on Tuesday March 6, 2012 at the Lyman Town Hall to further discuss the proposed Fire Department budget.

**Municipal Fire Department Funding Split between Towns of Lyman and Dayton** – It was noted that the Interlocal Agreement Section 4.1 Apportionment, states that the Boards of Selectmen will annually devise and approve the recommended Fire Department appropriation amounts for each Town for the following Fiscal Year. The Boards of Selectmen decided to meet at 6:00pm on Tuesday March 6, 2012 at the Lyman Town Hall to resolve this issue.

**Draft Fire Commission Annual Report for Calendar Year 2011** – Draft report was not discussed.

**Next Meeting**- Next meeting will be on Thursday, March 8, 2012, 6:30 pm at Goodwin's Mills Fire Station.

**Adjourned** - Meeting adjourned at 8:25 pm.