

**Lyman-Dayton Fire Commission (FC)
Minutes of Meeting – March 24, 2011**

Meeting held at Dayton Town Hall was called to order at 6:33 pm.

Present – Fire Commissioners: Jim Roberts, Wendell Smith, Ray Demers, Chris L’Heureux, Don Herson; Dayton resident John Gay. **Absent** –Fire Commissioner George Sutton.

Handouts- Draft Minutes of 3-10-11 FC meeting; Copy of letter sent by email on 3-15-11 to selected Municipal Fire Chief Candidates; Email dated 3-22-11 from GMFR Rodney Carpenter regarding Fire Rescue Budget; Email dated 3-21-11 from GMFR Rodney Carpenter regarding insurance for town employees; Maine Municipal Employees Health Trust Table showing benefits/deductibles/copays for various MMEHT 2011 medical plans; Pages 19-21 of Town of Lyman Employee Benefits Manual showing Earned Benefits; FC Action List dated 3-24-11.

Minutes - FC voted to approve minutes of March 10, 2011 FC meeting. FC meeting minutes will be posted on the Lyman/Dayton Town websites.

Replacement Fire Commissioner for Lyman- FC voted to send a letter to Lyman Board of Selectmen, copy to Dayton Board of Selectmen, requesting that the Lyman Selectmen provide a replacement Fire Commissioner for Lyman, to take the position of Mr. George Sutton who has verbally stated his resignation as a Fire Commissioner. The FC felt that Lyman should be fully represented on the FC for the important task of interviewing candidates for the position of Municipal Fire Chief. (Note: Letter was sent to the Boards of Selectmen, with copy to Mr. Sutton, on 3-25-11.)

GMFR Audit Process –The Lyman Town Auditor (RHR Smith & Company) began the audit of GMFR accounting records on 3-21-11. **Don Herson** and **Jim Roberts** were present at the start of the audit, as observers. Cooperation between the RHR Smith auditors and the GMFR Treasurer appeared to be good.

Municipal Fire Department Budget –By email dated 3-22-11, GMFR Fire Chief **Rodney Carpenter** asked to be added to the agenda of a future FC meeting to discuss an issue regarding the Fire Rescue Budget. **Jim Roberts** will check with Chief Carpenter to determine his availability for a meeting.

Municipal Fire Chief Applications – FC sent emails with attached letters on 3-15-11 to selected Municipal Fire Chief Candidates providing: approved Fire Chief salary and benefits; time frame of transition activities; approximate start date for successful candidate; with a response request date of **3-23-11** for the candidate to state that salary/benefits and approximate start date are acceptable.

Jim Roberts provided the email responses from the candidates. All selected candidates answered the emails; most selected candidates accepted the conditions stated in the FC letter; one candidate expressed interest in continuing the process; one candidate stated that the salary seemed low, but was willing to continue the process. FC decided to continue with interviews of the most qualified candidates.

Jim Roberts took custody of the Fire Chief applications at the end of the meeting for storage in a locked cabinet in the Dayton Town Hall.

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Municipal Fire Chief Interviews - The interviews will be conducted by the Fire Commissioners. FC voted to ask Retired Sanford Fire Chief **Ray Parent** to be a non-voting member during the Municipal Fire Chief interviews, to lend his Fire Chief experience to the process. **Don Hernon** will follow up with Fire Chief **Roy Woods** of the Maine Fire Chiefs Association to see if the MFCA has any questions for use during the interview process.

Possible Discussion with GMFR Employees – FC discussed the possibility of discussing the Municipal Fire Chief Hiring Process with GMFR employees at one of their monthly meetings. FC decided not to proceed with such a meeting since FC members believe information is reaching GMFR employees.

Lyman Employee Personnel Manual- Don Hernon will check the manual to see if there is a probation period specified for new employees.

FC Action List – Several items were moved to Completed Status. FC members did not discuss the Action List dated March 24, 2011.

Next Meeting – Tuesday, March 29, 2011, 6:30 pm at the Dayton Town Hall.

Adjourned - Meeting adjourned at 8:00 pm.