

**Lyman-Dayton Fire Commission (FC)**  
**Minutes of Meeting – May 24, 2012**

Meeting held at Goodwin's Mills Fire Station was called to order at 6:38 pm.

**Present** – Fire Commissioners: Jim Roberts, Wendell Smith, Ray Demers, Chris L'Heureux, Don Hernon; Prospective Fire Commissioner Jim Sotir; Municipal Fire Chief Rod Hooper; Lyman Treasurer Carol Sanborn; Lyman Selectwoman Victoria Gavel (part time).

**Handouts**

- Draft Minutes of 5-3-12 FC meeting
- Revised Fire Chief's Quarterly Report, January through March 2012
- Fire Chief Memo dated 5-3-12, Subject: Proposal for Amendment to GMFR Personnel Policy

**Minutes** - FC members **voted** to approve minutes of 5-3-12 FC meeting. FC meeting minutes will be posted on the Lyman/Dayton Town websites.

**New Fire Commissioner** – Fire Commission members welcomed Lyman Prospective Fire Commissioner **Jim Sotir**.

**Fire Commissioner Term Completion** – Dayton Fire Commissioner **Chris L'Heureux** stated that he does not intend to request appointment to another term as Fire Commissioner.

**Board of Selectmen Action on Proposed Changes to Goodwins Mills Fire Rescue Personnel Policy and Ambulance and Emergency Medical Services Billing** – The Lyman and Dayton Boards of Selectmen signed approval for the changes to the GMFR Personnel Policy that were voted by the FC on April 17, 2012, and also Appendix 1, Fee Schedule to FC Regulation 1310, Ambulance and Emergency Medical Services Billing.

**Another Proposed Amendment to Goodwins Mills Fire Rescue Personnel Policy** – FC reviewed a proposed amendment to the GMFR Personnel Policy that will reduce the periodicity of Fire Department job-related physical examinations from annually to the following:

- Up through 35 years of age – at least every 5 years
- 36-40 years of age – at least every two years
- Over 40 years – at least annually

This amendment will bring the GMFR Personnel Policy into conformance with the OSHA 29CFR1910.134, Respiratory Protection Standards, and will reduce the annual cost of the physical examinations. **FC voted** to recommend this amendment to the Boards of Selectmen. FC Secretary **Don Hernon** will send the proposed amendment to the Selectmen by FC letter.

**Fire Chief's Quarterly Report** – FC reviewed the revised report for January through March 2012, with the section titled "Alarms with No Response" retitled as "No available staff/ Delayed Response" for clarity. **FC voted** to send this report to the Selectmen for their information. FC Secretary **Don Hernon** will send the report to the Selectmen by FC letter.

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**Forgiveness of Emergency Medical Services Billing Charges** – Chief Hooper recommended and the FC voted to approve the forgiveness of emergency medical services billing charges remaining for two deceased patients (one insured; one not insured), after insurance payments; total amount \$910.24.

**Board of Selectmen Action Removing Fire Truck Funds from June 2012 Town Warrants** – FC was informed that the Lyman and Dayton Boards of Selectmen have decided to **not include** the \$40,000 capital improvement funds (\$20,000 from Dayton; \$20,000 from Lyman) for capital improvement (e.g., replacement fire truck) on the June 2012 Town warrants. The Fire Commission was not consulted by the Boards of Selectmen before this decision was made. FC Secretary **Don Herson** will draft a letter to the Boards of Selectmen addressing this issue, for FC consideration at the next FC meeting.

**Boards of Selectmen Invited to Next Fire Commission Meeting** – FC members decided to invite the Lyman and Dayton Selectmen, including newly elected Selectmen, to attend the next Fire Commission meeting to discuss methods of better communication between the Selectmen and the Fire Commission, and any other outstanding issues.

**Settlements of FEMA Grant Construction Costs with the General Contractor** – The Lyman and Dayton Boards of Selectmen have settled the FEMA Grant construction claims with the General Contractor. Additional costs must be paid to Allied Engineering and legal fees.

**FEMA Grant Closeout Process** – A FEMA Grant audit report is need from RHR Smith accounting firm as part of the closeout process. Lyman Treasurer **Carol Sanborn** will contact RHR Smith regarding the audit report. After the audit report is posted, **Chief Hooper** will continue with the closeout process.

**Joint Meeting with Auditors** – FC members discussed having a joint meeting with the RHR Smith auditors to include the Fire Commission, Fire Chief and Boards of Selectmen to review the audit report when completed.

**Review of Fire Department Budget and Financial Numbers** – Lyman Treasurer **Carol Sanborn** and Lyman Assistant **Carol Stewart** are working to balance the Fire Department check book, and to ensure that previous checking accounts have been closed, with funds transferred to current Fire Department accounts. All bills accrued in FY12 must be paid using FY12 funds (cannot be carried over to FY13). **Chief Hooper** will take action as necessary to ensure that the FY12 Fire Department budget is not exceeded. Methods of tracking FY13 budget expenditures were discussed.

**Fire Department Training Hours and Skills** – **Chief Hooper** is reviewing the use of Fire Department training hours to improve member skills, to see if the training can be allocated more efficiently.

**Use of Call Force Members** – **Chief Hooper** is reviewing the process for using Call Force members to respond to service calls, to assure that costs are monitored and funds are used efficiently.

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**Possible Foundation Grant** – Fire Chief Hooper is investigating applying for a grant from the Stephen and Tabitha King foundation to fund Automatic External Defibrillators (AED) to be placed in public locations in Lyman and Dayton. FC members asked about annual maintenance costs for the AEDs.

**Next Meeting-** Next regular Fire Commission meeting will be on Thursday, June 21, 2012, 6:30 pm at Goodwin's Mills Fire Station. Selectmen will be invited to attend this meeting.

**Adjourned** - Meeting adjourned at 8:23 pm.