

**Lyman-Dayton Fire Commission (FC)  
Minutes of Meeting – May 3, 2012**

Meeting held at Goodwin's Mills Fire Station was called to order at 6:31 pm.

**Present** – Fire Commissioners: Jim Roberts, Wendell Smith, Ray Demers, Don Hernon; Municipal Fire Chief Rod Hooper; Lyman Treasurer Carol Sanborn; Lyman Assistant Treasurer Carol Stewart; Lyman Selectwoman Victoria Gavel; Dayton Selectmen Mike Polakewich.

**Absent** – Fire Commissioner: Chris L'Heureux.

**Handouts**

- Draft Minutes of 4-19-12 FC meeting
- Email from Jennifer Peters of legal firm Jensen Baird Gardner & Henry, dated 5-1-12, Subject: Timeline for FEMA Regarding Construction Project Activity Since Final Grant Disbursement
- Summary of GMFR Rescue Runs dated 4-12-12, with Transaction Journal Summary
- Draft FC Regulation 1310, Ambulance and Emergency Medical Services Billing with Appendix 1, Fee Schedule
- Fire Chief's Quarterly Report, January through March 2012
- Fire Chief Memo dated 5-3-12, Subject: Priority Projects for FY2013

**Minutes** - FC members **voted** to approve minutes of 4-19-12 FC meeting. FC meeting minutes will be posted on the Lyman/Dayton Town websites.

**Fire Commissioner Resignation** – As requested, FC Secretary **Don Hernon** sent an email to former Fire Commissioner **Normand Melancon**, asking him to send a formal letter of resignation to Lyman Selectmen.

**Proposed Changes to Goodwins Mills Fire Rescue Personnel Policy** – FC Secretary **Don Hernon** sent a letter to the Lyman and Dayton Boards of Selectmen on April 23, 2012, with the changes to the GMFR Personnel Policy that were voted by the FC on April 17, 2012. Fire Commissioner **Wendell Smith** will gather additional data on a Medical Insurance Alternative Provision (which was not accepted by the Boards of Selectmen), for a possible future recommendation of this provision.

**Jensen Baird Gardner & Henry** – As requested, **Jennifer Peters** from Jensen Baird Gardner & Henry provided an email dated 5-1-12, Subject: Timeline for FEMA Regarding Construction Project Activity Since Final Grant Disbursement. The FC discussed this email; **Chief Hooper** will send the information, as amended, to the FEMA Grant administrator, copy to the Lyman and Dayton Boards of Selectmen.

**Settlement of FEMA Grant Construction Costs with the General Contractor** – The Lyman and Dayton Boards of Selectmen have scheduled a meeting on May 8, 2012 to discuss the status of the FEMA Grant expenditures with the RHR Smith accounting firm which has been conducting an audit of the Grant. The FC expressed concern that there is still some confusion concerning the amount of funds remaining in closed bank accounts.

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**FEMA Grant Closeout Process** - There will be a meeting on May 7, 2012 with representatives of Southern Maine Regional Planning Commission to discuss the technical process for closing out the FEMA Grant.

**Fire Department Priority Projects for FY2013** – As requested, **Chief Hooper** provided a list of projects, divided by category (Facilities, Mobile equipment, Station Systems) and priority (1,2,3), with estimated costs shown where known. FC discussed the projects with **Chief Hooper**, and possible funding sources.

**Review of Fire Department Budget and Financial Numbers** – Lyman Assistant Treasurer **Carol Stewart** is 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. Lyman Treasurer **Carol Sanborn** will check with the RHR Smith accounting firm to see if a detailed audit of GMFR Corporation books is recommended, and the estimated cost for that audit.

**Fire Chief's Quarterly Report** – FC reviewed the report for January through March 2012, and recommended that the section titled "Alarms with No Response" be retitled " Alarms with Delayed Response" for clarity.

**Summary of GMFR Rescue Runs** – FC reviewed the report dated 4-12-12, which provided charges and payments for calendar years 2010 and 2011, and a journal summary for the period 7-1-2011 through 4-30-2012. FC **voted** to withdraw from Blue Cross assignment of interest, effective July 1, 2012 to help reduce payment deductions.

**Draft FC Regulation 1310, Ambulance and Emergency Medical Services Billing** – FC reviewed the draft Regulation and voted (three in favor, one abstention) to approve the Regulation with minor changes. The Appendix 1, Fee Schedule, will be forwarded to the Boards of Selectmen for their approval.

**Fire Department Payroll** – FC discussed the timing for the Fire Department payroll cycle, as compared to the Town of Lyman payroll cycle which has some one week payrolls to conform with the Board of Selectmen's warrant approval cycle. FC decided to follow the GMFR Personnel Policy which states in Article 5.1, Workweek, "The regular workweek for payroll purposes is fourteen (14) days, beginning Sunday and ending Saturday at midnight."

**Full-Time Fire Fighter/EMT** – **Mr. Jarrett Clarke** started employment as a full-time Fire fighter/EMT on April 30, 2012.

**Next Meeting**- Next regular Fire Commission meeting will be on Thursday, May 24, 2012, 6:30 pm at Goodwin's Mills Fire Station.

**Adjourned** - Meeting adjourned at 8:30 pm.