

**Lyman-Dayton Fire Commission (FC)
Minutes of Meeting – June 21, 2012**

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

Present – Fire Commissioners: Jim Roberts, Wendell Smith, Chris L'Heureux, Jim Sotir, Don Hernon; Municipal Fire Chief Rod Hooper; Deputy Fire Chief Chad Johnston; Lyman Treasurer Carol Sanborn; Lyman Selectmen Leo Ruel, Steve Marble; Dayton Selectmen Ted Poirier, Mike Polakewich, Scott Littlefield; Prospective Dayton Selectman Gerry Taylor.

Absent- Fire Commissioner Ray Demers.

Handouts

- Draft Minutes of 5-24-12 FC meeting
- Email from Chief Hooper dated 6-2-12, Subject: FC Meeting items for Discussion with Estimated June 2012 Bills with Balances
- Fire Chief Memo dated 6-21-12, Subject: FY13 Spending Plan
- Draft letter to Boards of Selectmen dated 6-21-12, Subject: Removal of Fire Truck Funds from June 2012 Town Warrants
- Email from FC Chairman Jim Roberts dated 6-20-12, Subject: Allied Contract
- Email from William Faucher dated 6-19-12, Subject: GMFR – Settlement Offer
- Email from Shawn McPherson dated 6-12-12, Subject: EMS Billing with Transaction Journal Summary
- Lyman Legal Fee Invoice # 2015, totaling \$6716.60
- Draft FC Regulation 1106, Subject: Fire Station Staffing
- Draft FC Regulation 1311, Subject: Fees for Fire Apparatus and Equipment
- Letter from The Thomas Agency dated 6-7-12 regarding collection of billing receivables.

Recognition Ceremony- Chief Hooper and the Fire Commission recognized and congratulated GMFR members **Chris Ray** and **Theabhar McLaughlin** on completion of Firefighter II training, and **Phil McDaniels** on completion of Paramedic training.

Minutes - FC members **voted** to approve minutes of 5-24-12 FC meeting. FC meeting minutes will be posted on the Lyman/Dayton Town websites.

FC Regulation 1106, Subject: Fire Station Staffing – FC **voted** to approve this regulation, which states minimum and preferred staffing levels for the Fire Station.

FC Regulation 1311, Subject: Fire Equipment Fee Schedule Fees for Fire Apparatus and Equipment – FC **voted**, 4 in favor, 1 opposed, to approve this regulation which establishes a schedule of fees for use of fire apparatus and equipment. Appendix 1 to Regulation 1311 will be sent to the Lyman and Dayton Boards of Selectmen for their approval, as required by the Interlocal Agreement, Article 3.4–A(7).

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Draft Letter to Boards of Selectmen dated 6-21-12, Subject: Removal of Fire Truck Funds from June 2012 Town Warrants – FC discussed the draft letter which expresses concern with the removal of Fire Department Capital Improvement funds from the 2012 Town warrants without consultation with the Fire Commission, and **voted**, 3 in favor, 1 opposed, 1 not voting, to table the issue.

Review of Jensen Baird Legal Fees – FC reviewed Town of Lyman Invoice #2015, \$6716.60, which includes FEMA Grant legal support and settlement issues. There was general discussion of additional legal fees from Jensen Baird. Dayton Selectmen **voted** that Town of Dayton would not pay the Dayton portion of the Jensen Baird legal fees until details of the bills are provided. It was suggested that a representative from the Lyman and Dayton Boards of Selectmen, the Fire Commission and the Fire Chief meet with Jensen Baird to discuss the legal bills. Lyman Selectmen **Leo Ruel** and **Steve Marble** will pass this suggestion on to other members of the Lyman Board of Selectmen.

Review of Allied Engineering Settlement Offer – FC reviewed the email from William Faucher of Allied Engineering which reduces Allied Engineering fees of \$30,298 to \$13,300. Dayton Selectmen **voted** to pay #13,300 to Allied Engineering.

Bills Associated with Turnover of Goodwins Mill's Fire Rescue Corporation to the Towns of Lyman and Dayton – In addition to the Jensen Baird legal bill and the Allied Engineering bill noted above, it was noted that there are outstanding bills from RHR Smith accounting (\$2500) and Dayton lawyer David Ordway (amount not available at the meeting).

FEMA Grant Closeout Process – The FEMA Grant audit report from RHR Smith accounting firm as part of the closeout process, has been posted to FEMA. **Chief Hooper** is waiting for FEMA to open the Grant Closeout Module, and will continue to follow up with the closeout process.

Fire Department FY13 Spending Plan – **Chief Hooper** presented a FY13 Spending Plan for FC review and approval, with the request to move \$580 from Communications to Facilities to cover annual maintenance and testing of the kitchen stove hood system, the apparatus bay exhaust system, and the sprinkler system. The Spending Plan shows a breakout of major expense items in the Operations and Maintenance budget by FY quarter. FC discussed personnel costs and operations/maintenance expenses, and **voted** to approve the FY13 Spending Plan and the move of \$580 from Communications to Facilities.

EMS Billing and Use of Collection Agency – FC reviewed Email from Shawn McPherson that provides the summary of EMS Billing from 7-1-11 through 5-31-12, which notes that the billing collection rate is 65%, and 85% including contracted write-offs (BlueCross, BlueShield, Medicare, Medicaid, etc). If a Collection Agency had been used this FY, approximately 10% of the billing would have been sent to such an agency for follow up collection. FC discussed the possible use of a collection agency to increase receipt of EMS funds, and **voted** to:

- Use The Thomas Agency for collection of overdue EMS bills.

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- Request a courtesy notice before any bills go to the collection agency.
- Notify the Lyman and Dayton Boards of Selectmen that a collection agency will be used to assist in the collection of overdue Fire-Rescue Ambulance Service bills, when appropriate.

Increase use of Fire Department Student Interns – Chief Hooper requested FC authorization to increase the number of student interns from two to three for one year, to get the student intern two year terms of service staggered so they will overlap. FC **voted** to authorize this request.

Review of Fire Department Budget and Financial Numbers – It was noted that Lyman Assistant Treasurer **Carol Stewart** has submitted her resignation, effective June 30, 2012, but has offered to stay in the position until a replacement can be hired. Lyman Treasurer **Carol Sanborn** provided a balance sheet accounts as of 6/18/12 with a listing of bills owed and receivables (EMS revenue and FEMA reimbursement) expected. It appears that there will be sufficient funds available in the Fire Department accounts through the end of FY 12 (June 30, 2012) to pay expected Fire Department bills.

Fire Department Financial Oversight - It was noted that the Lyman and Dayton Boards of Selectmen need to decide, per the Interlocal Agreement, which town will provide Fire Department financial oversight for FY13 (currently the Town of Lyman is performing this function).

Executive Session – FC was in Executive Session from 8:58 pm until 9:20 pm to discuss personnel matters, per 1 MRS Title 1, Chapter 13, Section 405.6.A.

Hiring New Firefighter/EMT – FC voted to accept **Fire Chief Hooper's** recommendation to hire **Mr. Daniel Roy** as a fulltime Fire Fighter/EMT, effective 7-8-12.

Military Leave – **Chief Hooper** will be out of the area from July 10-15, 2012 for military training.

Fire Commissioner Term Completion – The Fire Commission recognized Dayton Fire Commissioner **Chris L'Heureux** on completion of his term as Fire Commissioner, and thanked him for his service.

Meeting with Selectmen – As requested by Lyman Selectperson **Vicky Gavel**, Fire Commission is requesting a meeting with the Lyman and Dayton Boards of Selectmen on **Monday, July 9, 2012 at 6:30 pm**, at Goodwins Mill's Fire Station, to discuss means of better communication between the FC and Boards of Selectmen, and possible changes to the Interlocal Agreement. FC Chairman **Jim Roberts** will contact the Dayton Board of Selectmen; Lyman Selectman **Steve Marble** will contact the Lyman Board of Selectmen.

Monthly Day for Regular Fire Commission Meetings – FC meetings have currently been held on Thursday evenings at the Fire Station, with no specific week of the month designated. FC discussed this issue and determined that the 3rd Thursday of the month should be designated for regular FC meetings.

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Next Regular Meeting- Next regular Fire Commission meeting will be on **Thursday, July 19, 2012, 6:30 pm** at Goodwin's Mills Fire Station.

Adjourned - Meeting adjourned at 9:30 pm.