

**Lyman-Dayton Fire Commission (FC)
Minutes of Meeting – June 30, 2011**

Meeting held at Dayton Town Hall was called to order at 6:37 pm.

Present – Fire Commissioners: Jim Roberts, Ray Demers, Chris L’Heureux, Wendell Smith, Don Herson; Goodwin’s Mill Fire Rescue (GMFR): Normand Bilodeau, Chad Johnston.

Handouts-

1. Draft Minutes of 6-23-11 FC meeting;
2. Lyman Town Attorney Draft Agreement rev’d 6-27-11 between GMFR and the Towns of Lyman and Dayton;
3. GMFR Chad Johnston email of 6-29-11 responding to FC questions at the 6-23-11 FC Meeting;
4. Lyman Treasurer Expense Detail Report dated 6-30-11, Fire Department Startup Funds

Minutes - FC members voted to approve minutes of June 23, 2011 FC meeting. FC meeting minutes will be posted on the Lyman/Dayton Town websites.

Replacement Fire Commissioner for Lyman – Lyman Selectmen have advertised and posted for a replacement Lyman Fire Commissioner. No replacement has been named as yet.

Letters to Selected Municipal Fire Chief Candidates Regarding Continuing Interest in the Municipal Fire Chief position and the Physical Agility Test (PAT) – The FC received responses from all but one of the selected Municipal Fire Chief Candidates to the FC letter asking if they are still interested in the Municipal Fire Chief position and willing to take the PAT on July 16, 2011 at GMFR.

One candidate stated that he will be unable to participate in the PAT due to business travel. Due to the logistical effort needed to conduct the PAT, the FC decided that it is not practical to run the PAT a second time to accommodate this candidate. The FC will send a letter to the candidate informing him of this decision. (Note: FC letter was sent electronically on 7-2-11.)

Physical Agility Test (PAT) for Selected Municipal Fire Chief Candidates – The PAT will be conducted at **10 am on Saturday, July 16, 2011** at the Goodwin’s Mills Fire Station, 481 Goodwin’s Mills Road Lyman, Maine 04002. GMFR Chad Johnston will be in charge of setting up and running the PAT. FC members will observe and sign off on the PAT results. The candidates must present the FC PAT form signed by a physician stating that (to the physician’s knowledge) no physical illness or condition exists that would render the PAT unsafe or inadvisable for the candidate. Also, the candidate must sign a release in the presence of a FC representative, waiving rights of action against the FC and the Towns of Lyman and Dayton, for any personal injury, death or property damage resulting from their voluntary participation in the PAT.

Municipal Fire Chief Interviews – The FC will proceed with interviews of those Municipal Fire Chief Candidates who pass the PAT, after the legal agreement between the GMFR Corporation and the Towns of Lyman and Dayton is signed, and the Municipal Fire Department Personnel Policies are approved.

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Municipal Fire Chief Applications – Jim Roberts has custody of the Fire Chief applications in a locked cabinet in the Dayton Town Hall.

Discussion of Transfer of GMFR Functions and Assets to the Towns of Lyman and Dayton – FC and GMFR representatives reviewed the revised Draft Purchase and Sales (P&S) Agreement from the Lyman Town Attorney, dated 6-27-11, with the following comments:

- Completion of the FEMA Fire Station grant is not addressed – FC noted that the Boards of Selectmen do not want to sign a P&S that gives the Towns responsibility for completion of the FEMA grant (see section 3.2, Assumption of GMFR's Obligations by Towns). One suggestion is a lease agreement that covers the Fire Station building until the FEMA grant is closed out.
- Section 3.1, Dissolution of GMFR – the phrase “at a precise date and time reasonably agreeable” seems open ended. Would the Town Attorney recommend a reasonable number of days (e.g., 30, 60, or 90) to accomplish the dissolution?
- Section 3.3, GMFR Employees – GMFR reps will draft a sentence to be included that acknowledges the relative seniority of current GMFR members.
- Page 7 of the P&S –Add James P. Johnston, Chairman Board of Trustees, as a signatory for GMFR.
- Exhibit C and Attachment No 1. to Exhibit E, both Personal Property Description – GMFR has developed a summary list of items (80 total, with the number of each item; e.g. Cameras Digital – 3). In addition, the FC has asked GMFR to reference a CD that contains more details including serial numbers so that the equipment is better identified.

(Note: These comments were sent to the Lyman Town Attorney by email on 7-1-11.)

FC Discussion of draft Lyman Personnel Policy presented by the Lyman Town Attorney at the FC 6-23-11 Meeting – FC and GMFR representatives reviewed the draft Lyman Personnel policy with Article XII Fire and Rescue Department, with the following comments:

- Fire Commission is unclear on the intent in Section 12.2 Selection, of the reference to a “Fire Commission Order”. What should be contained in the Order? Does this imply a directive from the Fire Commission adopting some/all of GMFR Regulations?
- GMFR is reviewing the draft Personnel Policy so as to update their members on its content, and expect to give the Fire Commission comments by next week.

(Note: These comments were sent to the Lyman Town Attorney by email on 7-1-11.)

GMFR Chief Carpenter Request for 7 day Staffing - FC discussed the Memo from GMFR Chief Carpenter dated 6-22-11, with additional information provided by GMFR Representative Chad Johnston email of 6-29-11. The FC noted that a list of calls that show a need for this change in coverage immediately is still needed.

The FC does not have the authority to authorize GMFR to add the additional coverage using existing GMFR fill-in staff until the transfer to a Municipal Fire Department occurs. GMFR is able to make this request directly to the Boards of Selectmen. It was noted that the GMFR system for paying on-call personnel will start on 7-1-11. There was a discussion as to how the Towns of Lyman and Dayton will release funding to GMFR, starting 7-1-11.

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Fire Department Startup Funds – FC reviewed the Lyman Treasurer Expense Detail Report dated 6-30-11, which shows a balance of Lyman funds of about \$10,800. Majority of funds were expended for Fire Chief advertisements, audits, setting up of accounting module, and Town Attorney legal fees. Dayton has additional funds in the Fire Department account. Both Towns voted at their June 2011 Town Meeting to carry over remaining funds to FY 2011/12 for Fire Department Startup expenses.

GMFR Regulations – The FC did not discuss the GMFR Regulations for initial use by a Municipal Fire Department.

FC Action List – The FC Action list was not discussed at the FC meeting.

Next Meeting – Thursday, July 7, 2011, 6:30pm at the Dayton Town Hall.

Adjourned - Meeting adjourned at 9:04 pm.