

**Lyman-Dayton Fire Commission (FC)**  
**Minutes of Meeting – July 21, 2011**

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

**Present** – Fire Commissioners: Jim Roberts, Ray Demers, Chris L’Heureux, Wendell Smith, Don Hernon; Goodwin’s Mill Fire Rescue (GMFR): President Normand Bilodeau, Chief H. Rodney Carpenter; Lyman Treasurer Carol Sanborn (part time).

**Handouts-**

1. Draft Minutes of 7-14-11 FC meeting;
2. FC Secretary email dated 7-16-11, to Fire Commissioners, GMFR, Lyman Treasurer, and Lyman Town Attorneys, Physical Agility Test Results and Legal Action Needed, with Consolidated comments of Draft P&S Agreement dated 6-27-11
3. Lyman-Dayton Fire Commission Status report of 7-18-11
4. Revised draft P&S Agreement dated 7-20-11
5. Draft Lyman Employees Personnel Policy as of 7-7-11 without a separate Fire Department Article
6. Draft Public Safety Personnel Policy prepared by Fire Commissioner **Jim Roberts**
7. Draft Goodwin’s Mills Fire rescue Employees Personnel Policy prepared by GMFR Chief **H. Rodney Carpenter**

**Minutes** - FC members voted to approve minutes of July 14, 2011 FC meeting. FC meeting minutes will be posted on the Lyman/Dayton Town websites.

**Additional Lyman Fire Commissioner** – There are two Lyman FC members (Wendell Smith and Don Hernon). Lyman Selectmen need to appoint an additional Lyman Fire Commissioner.

**Physical Agility Test (PAT) for Selected Municipal Fire Chief Candidates** – The PAT was conducted on Saturday, July 16, 2011 at the Goodwin’s Mills Fire Station. Five Municipal Fire Chief Candidates passed the PAT with no apparent medical issues. Thanks to GMFR members for a professional setup and administration of the test. Three FC members witnessed the test.

**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.

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

**Discussions with Lyman Town Treasurer Carol Sanborn** –The following administrative and accounting items were discussed:

1. The Lyman Town Treasurer **Carol Sanborn** and the GMFR Treasurer **Mary Ann Wade** will meet to review accounting processes.
2. Fire Department chart of accounts has been entered into the Lyman TRIO accounting system. Lyman Treasurer will email TRIO account numbers to GMFR.

**Lyman-Dayton Fire Commission (FC)**  
**Minutes of Meeting – July 21, 2011**

3. Lyman will use the GMFR Purchase Order and Payroll Systems for the Municipal Fire Department.
4. Use of direct deposit payment process for Municipal Fire Department employees was discussed. GMFR will provide employee W-4 information to the Lyman Treasurer.
5. The storage location of Fire Department employee personnel data was discussed. Some items will be kept in the Lyman Town Hall, similar to other Lyman town employees, while other records will be maintained in the Municipal Fire Chief's office in the Fire Station. A written description of where the personnel data will be kept will be approved by the Fire Commission.
6. Use of Municipal Fire Department credit cards and controls was discussed.
7. A National Provider Identifier number for Fire Department rescue services billing has been requested; a \$500 fee is required.
8. No insurance quote has been received from Maine Municipal Association Insurance (Marcus Ballou). GMFR insurance policies end in September 2011. FC will send an email to Mr. Ballou requesting insurance quote status. (Note: Email was sent on 7-22-11).
9. Lyman Treasurer will check with Lyman Accountants, RHR Smith, on a listing of Municipal fire department fixed assets.

Ms. Sanborn left the FC meeting at 7:45 pm.

**FC Discussion of Municipal Fire Department Personnel Policy** – FC and GMFR representative continued discussion of elements of the draft Fire Department Personnel Policy, including marked up drafts from Fire Commissioner **Jim Roberts** and GMFR **H. Rodney Carpenter**. **Jim Roberts** will develop a revised Draft Municipal Fire Department Personnel Policy in MS Word for additional review. The FC will review the proposed Policy, and then present a draft Municipal Fire Department Personnel Policy to the Lyman and Dayton Boards of Selectmen for their review and comment.

**Discussion of Transfer of GMFR Functions and Assets to the Towns of Lyman and Dayton** – FC and GMFR representative discussed elements of the revised Draft Purchase and Sales (P&S) Agreement provided by the Lyman Town Attorney, dated 7-20-11. This revised draft contains an option for leasing the Fire Station until the completion of the construction contract and FEMA grant are resolved. GMFR has some issues on the wording of Section 3.4, GMFR Employees. GMFR has hired a new attorney to review the draft P&S Agreement. GMFR will provide comments on the draft P&S Agreement.

**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 28, 2011, 6:30pm at the Dayton Town Hall.

**Adjourned** - Meeting adjourned at 9:15 pm.