

Lyman-Dayton Fire Commission (FC)

Meeting Minutes August 21, 2014

Location: Goodwin's Mills Fire Station

Called to order 6:30pm

In Attendance:

Fire Commissioner – Jim Roberts, Amos Gay, Don Herson, John Huoy

Lyman Selectpersons- Ed Sanborn, John Tibbetts, Vicky Gavel

Dayton Selectman – Dan Gay

Fire Chief Roger Hooper

Captain Tom Hooper

FC Clerk- Michelle Ray

Absent:

FC Wendell Smith & FC Paul Reynolds

Handouts:

Internet Use Policy, Fire Chief's Quarterly Report, Municipal Employees Personnel Policy, Proposed Amendments Article IX – Earned Benefits, Expense/Revenue Summary Report, Draft Memo for Record Fire Truck Purchase Process and Lessons Learned.

1. Meeting was recorded and will be placed on the Town websites
2. July 17, 2014 meeting minutes approved and July 24, 2014 special meeting minutes approved.
3. Treasurer's Report reviewed
4. Computer systems have been updated for Lisa Vargis to have access in the Lyman Town Office.
5. Pending Changes to GMFR Personnel Policy
  - a. Changes made to make the PTO accrual process fair based on hours worked since the change to 24/7 station staffing.
  - b. Chief Hooper has spoken with other departments that are using this policy to see how it is working. Feedback was positive.
  - c. New PTO system will be easier to budget and will be easier for employees to use.
  - d. PTO will be paid hour for hour.

- e. FC recommended the approval of new policy, but will be tabled for discussion for the Town of Lyman Selectpersons to review.
6. FC Amos Gay: Capital Equipment Plan update – meeting scheduled for August 27, 2014
7. Bid Opening for the sale of Engine 3 –
- a. Three Bids received meeting the minimum bid requirements.
    - Gas Motors 18 Route 27 Brentwood, NH 03833 \$1987.87
    - Kim Powers \$1521.00
    - Morris St. Clair \$1875.00
  - b. Motion to accept the bid from Gas Motors for \$1987.87
    - Request will be made for cash or a cashiers' check
    - Time limit will be set for pickup
    - Bill of Sale will be "As Is" and will be signed by the Select Board chairs.
    - Money from the sale of Engine 3 will be placed in the Truck Fund.
8. Fire Chief Hooper: Per Diem update – Per Diem program is going well.
- a. Currently have one Full Time employee out on medical leave and we lost one driver.
  - b. Still have a few openings to cover for the fall schedule.
  - c. Chief will make calls to hire outside the department for per diem coverage to give more flexibility
  - d. Officers are taking shifts; this helps with the administrative budget, they are able to complete their admin duties while on shift.
  - e. Zero missed calls for August.
  - f. Chief will put the positives of per diem on the 3<sup>rd</sup> and 4<sup>th</sup> Quarter Chief's report.
9. Station Items:
- a. Boiler #1 is 15 years old; it has been turned off for the summer. Maintenance is coming to look at the boiler which is discharging a gritty powdery substance.
  - b. Bay lighting is T8 bulbs which will no longer be available after October. Will need to look at replacing in the next budget cycle. Chief Hooper will get quotes for lighting replacements and looking for Efficiency Maine discounts in the bids.
10. New Engine Update:
- a. Papers signed and money sent
  - b. Preconstruction conference early October will be held at GMFD. Blueprints and warranties will be reviewed.
11. Internet Use Policy: Review of Policy as Written
- a. If an employee refuses to sign the Internet Use Policy; employee will not have access to the computer system, no log in or gmfd.org email, etc.
  - b. Motion to accept Internet Use Policy with date changed to August 21, 2014 was approved.
12. Fire Chief's Quarterly Report was accepted and approved with a 4 – 0 vote.
13. New Business:
- a. FC Don Herson - Draft Memo for Record Fire Truck Purchase Process and Lessons Learned; Chief will forward additional items from truck committee, lessons on writing an RFP, items missed, etc.

- b. Chief Hooper – Review of Activity Tracking Policy; give credit for time on shift and work at the station. Consider a point system for Activity Tracking.
  - c. Forestry Grant: a 50/50 grant must be submitted by November, Chief looking for authorization to apply for the grant. Grant can be used for Forestry Equipment i.e.: hose, foam, PPE, etc. Grant is for up to \$5000. \$2500 department/\$2500 grant. Do not need to spend to full amount. \$2500 for the department contribution is already in the budget. FC voted to authorize Chief to apply for the grant. Budget line 1203 a separate line will be created on next budget to show grants to more accurately reflect grants.
  - d. Fire Inspection Process: Chief would like to set this up more as a Risk Reduction Inspection than a traditional Fire Inspection Checklist. Already paying salaries for full time staff, this would be giving a service back to the community. Motion made and approved for Chief to due inspections.
14. FC voted at 8:20pm to go into Executive Session per 1MRSA 405960 A, Personnel Matters, to discuss personnel matter as presented by Fire Chief. 8:42pm FC voted to leave Executive Session; not votes taken; nothing to report.
15. Meeting adjourned 8:43pm
16. Next FC meeting September 25, 2014 at 6:30pm.

Meeting Minutes Recorded by FC Clerk Michelle Ray