

Lyman-Dayton Fire Commission (FC)  
Meeting Minutes September 25, 2014

**Location:** Goodwin's Mills Fire Station

Called to order 6:30pm

**In Attendance:**

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

Fire Chief Roger Hooper

FC Clerk- Michelle Ray

**Absent:**

FC Paul Reynolds

**Handouts:**

GMFR Personnel Policy Proposed Amendment Article IX Earned Benefits, Expense Report, Draft Observer-Trainee Volunteers, Draft Notes from Joint Workshop FC/Select Boards, Equipment Needing Disposal/Removal List, Chart for Budget Prep, Amendment 4 to the Inter-Local Agreement, GMFR Equipment Replacement Plan Spreadsheet

1. Meeting was recorded and will be placed on the Town websites
2. August 21, 2014 Meeting Minutes approved with amendment.
3. Joint Workshop FC/Select Boards accepted as amended.
4. Joint Workshop action items.
  - a. FC and all Selectpersons on lamResponding – Done
  - b. Chief to send weekend emails to FC and Selectpersons – Done
5. Paid Time Off: Review of the proposed PTO, adjustments made to accrual to try and keep in line with Town of Lyman. Adjustments need to be made based on difference in work schedules and holidays. GMFR staff do not get holidays off. Chart with revised changes will be sent to the Selectpersons for their information/review.
6. Treasurer's report: need report to show credits of funds coming from the town's truck fund so that report does not show a negative.
7. Capital Equipment Plan: This plan is the first step in a long process of analyzing inventory, expected life, etc. Need to plan and prepare for equipment replacement and have a plan to present at budget time. Chief has put together a GMFR Equipment Replacement Purchases Funded from Operations spreadsheet projecting out over the next ten years.

8. List of Equipment needing Disposal/Removal will be sent to the Selectmen with the attached protocol and will be asked to bring it up at the next Selectmen's meeting. Items are available at GMFR.
9. Volunteer Observer Trainees: Draft Regulation 1109 – Chief Hooper has proposed this program to hire individuals on a volunteer basis. This program would allow individuals an opportunity to complete orientation training, prepare for the physical agility testing and to observe fire department operations and routine prior to making a full commitment as a firefighter or EMT.
  - a. Chief will look in to the insurance/workmen's comp coverage.
  - b. Motion approved to allow Chief to move forward.
  - c. Regulation 1109 was signed and will be forwarded to the Select Boards for their information.
10. Amendment 4 to the Inter-Local Agreement Section 3 Paragraph 3.4 A
  - a. Add: "(12) On behalf of the Towns, contract for a public safety answering point (911 PSAP) and emergency communications and dispatch services supporting fire-rescue, law enforcement, animal control, emergency management and other applicable aspects of public safety."
  - b. Motion approved and will be sent to the Select Boards for their review/approval.
11. Chief has requested to send Holiday cards from the FC to department members. Request to take money out of the FC budget to send cards at a maximum of \$60.00. Vote to approve (4-1).
12. HVAC update: Trane did maintenance on the boiler and found that the boiler had not been properly cleaned by the previous company. Need to have Trane come back out to balance the building for a more consistent temperature.
13. Fire Chief reported on the development/use of a new cardiac response procedure for GMFR EMTs to treat emergency medical patients. The new procedure was successful in reviving a recent cardiac patient.
14. Ladder update: East Coast Service Center has completed to work on the Ladder truck and it will be back in service September 30, 2014.
15. All station updates will be sent to Selectpersons and the Fire Commission.
16. October 7, 2014 FC/Budget committee will meet at 6:30 at Lyman Town Hall.
17. Meeting adjourned at 9:24pm
18. Next FC meeting will be October 16, 2014 6:30pm at GMFD.

Meeting Minutes Recorded by FC Clerk Michelle Ray