

Lyman-Dayton Fire Commission (FC)

Meeting Minutes December 14, 2017

Location: Goodwin's Mills Fire Station

Meeting recorded

In Attendance:

Fire Commissioner – FC Don Hernon, FC Amos Gay, FC Chris Boyden, FC Jim Roberts, FC Wendell Smith

Fire Chief Roger Hooper

FC Clerk- Michelle Ray

Absent: FC Ray Demers

Called to order 6:37pm

1. FC meeting minutes of November 16, 2017 approved
2. FC Special meeting minutes of December 1, 2017 approved with changes
3. No Treasurer report
4. Some payroll expenses may be reimbursed from emergency management funds for the October 2007 storm – Chief Hooper has submitted the paperwork
5. GMFD 2018/19 Budget:
 - a. Chief Hooper is putting together payroll budget – needs a decision about raises/minimum wage adjustment.

Handout: Comparison graph – adjustments with added personnel, adjustments with 2% cost of living and \$1.00 per hour minimum wage (January) and PT Duty officer and PT EMS QA coordinator, adjustment adding overnight per diem and Kelly day converted to full time.

- b. Full time/Part time has been combined as salaries

Handout: Personnel Cost Breakdown

- c. No raise currently in the budget for the Fire Chief. Fire Commission would like to see the MMA Survey that shows Fire Chief Salaries through out the state.
 - d. FC Hernon feels the FC should make a recommendation to the Select Boards regarding Fire Chief raise
 - e. Operations Budget – Chief currently working to keep it even with last year's budget.

6. Chief Hooper asking if GMFD should do random drug testing
 - a. Drug testing would fall under CDL licenses, but not under DOT; exempt from CDL
 - b. FC Roberts feels if done for the fire department would have to do for all town employees
 - c. Chief will put out feelers to see if any other local departments are doing drug testing
 - d. If approved would need to have a State approved system to conduct the random drug tests
7. Capital Equipment Budget – Annual increase chart; looking at finance options on a truck instead of trying to increase the truck fund to build up to buy a truck. Need apparatus that can operate with fewer people but carry enough water to get control of a fire.
 - a. Reducing apparatus will reduce other costs; testing, fuel, inspections, maintenance, etc.
 - b. FC Gay feels that Chief Hooper needs to make a GMFD Capital Equipment presentation at the town meeting
8. Chief feels that improvements have been made with operations and personnel, but not on apparatus.
 - a. Chief needs to attend individual Budget Committee meetings before joint meetings with Budget Committees and Select Boards
9. FC Gay question, is there anything FC can do with the ambulance revenue?
 - a. Next year all would go towards the budget
 - b. Need to see what is currently in the ambulance fund
10. Engine 81 needs maintenance; tank leak, brakes, body work, and valve work on the pump.
 - a. Chief Hooper doesn't want to put too much in if the truck is going to be replaced.
 - b. FC Gay would like to know what would be the optimal replacement time for new apparatus.
 - c. Approximately 20 to 25 years
 - d. FC Hernon would like to know if FC feels it would be worth going back to the Select Board to form focus groups.
 - e. FC Boyden feels it would be worth it.
11. FC Hernon – Is the FC alright with Chief going to Budget meetings? FC Boyden, FC Roberts, and FC Smith - approve
12. Budget – PSAP Agreement with Biddeford Fire Alarm expires June 30, 2018
 - a. \$7.00 - \$7.25 July 1, 2018 fee per capita
 - b. \$7.50 July 1, 2019 fee per capita
 - c. Currently paying approximately \$30,000.00 Lyman and \$13,755.00 Dayton

- d. State Police are not taking on PSAP's at this time
 - e. Sanford dispatch is the only other option
 - f. Contract will be out after the first of the year; contract must be signed by June 1, 2018
 - g. Fire Commission can sign the contract per the Interlocal Agreement
 - h. When contract arrives Chief will sent out the Select Boards, Fire Commission and treasurer for review
13. Chief's Annual Performance Evaluation: 25 areas/4 categories for a total of 100 points. Changes were made last year to the evaluation form
- a. Select Boards will be asked for input by April
 - b. FC Hernon will forward the evaluation form electronically to FC and if changes need to be made, will need to be changed at the January FC meeting.
14. Application for Building permit –
- a. \$10,000.00 donation to GMFRA from the Mitchell family
 - b. Donation is being used to upgrade the monument in front or the building
 - c. GMFRA will be selling memorial bricks
 - d. Granite benches will be placed in memorial of the Mitchells.
 - e. Chief looking for authorization to sign the permit at the town hall – approved
 - f. June of 2019 is the 70th anniversary of GMFD
15. Personnel Policy changes – Chief attended the Lyman Select Board meeting December 13, 2017. Lyman Select Board workshop are reviewing FC Hernon and FC Gay's proposed changes
- a. taken current time off and turned in to PTO – Vacation/sick time combined
 - b. holidays will stay the same
 - c. Treasurer put together a chart with numbers
 - d. Lyman Select Board meeting for December 18, 2017 will set the date for the next joint meeting of Lyman and Dayton Select boards to discuss changes to the Interlocal Agreement and the GMFD Personnel Policy
16. EMA director's job has come up, Chief has been asked to be the EMA director for Lyman and Dayton. Chief is willing to do the job but wants to get paid.
- a. If both Select Boards agree Chief would serve as both Fire Chief and EMA Director of both towns with an increase in pay

b. Select Boards would need to decide.

17. Next regular FC meeting January 18 ,2018

18. Executive Session – at 8:01pm FC voted to go into Executive Session per MRS title 1 Chapter 13, Section 405.6.A, Personnel Issue. 8:08; FC out of Executive session; no votes taken; nothing to report.

19. Meeting adjourned at 8:17pm.

Minutes recorded by FC Clerk Michelle Ray