

Lyman-Dayton Fire Commission (FC)

Meeting Minutes April 20, 2017

Location: Goodwin's Mills Fire Station

Called to order 6:30pm

In Attendance:

Fire Commissioner –FC Jim Roberts, FC Don Herson, FC Paul Reynolds, FC Wendell Smith, FC Chris Boyden, FC Amos Gay

Fire Chief Roger Hooper, Deputy Chief Chad Johnston

FC Clerk- Michelle Ray

Victoria Gavel, Bridget Grenier (partial)

Called to order 6:40pm

1. FC Minutes – Regular meeting March 16, 2017 approved, Special meeting April 5, 2017 approved with changes
2. Victoria Gavel and Bridget Grenier – Bridget had a fire at her home two years ago in Lyman. She presented an idea to Victoria Gavel with items that are needed after a fire that people may not have readily available to them. Bridget has put together a binder with items that she feels would have been helpful to her to have when everything happened. In the binder she included folders, paper, pens/pencils, and stapler envelopes and stamps along with brochures she has gathered with helpful information. Fire Commission members and Chief Hooper like the idea. Chief will add Bridget to the call list after a fire to come out and present this to the family in need.
Bridget also has an idea for families with children of putting together backpacks for the children to return to school. Looking for assistance with fundraising for the items needed to put this together and have ready to go as needed. Looking to GMFRA and the Lions Club for help with fundraising/donations. FC Roberts will also put it on the Town of Dayton website.
3. Status of Personnel Budget current fiscal year 2016/17
 - a. Handout was given to show estimates vs. actual
 - b. FICA formula was off – prior FICA/Medicare separated and this budget was combined so the formula was off.
 - c. Approximately \$4868.00 short
 - d. 2% raise was added to the bottom line of the personnel budget; not into the pay rate estimate.
 - e. 2016/17 Budget was trimmed and now is in the negative.
 - f. In order to be able to move funds in the budget a special town meeting is needed.
 - g. Chief Hooper thinks pay scale needs to be looked at in the future and use a dollar value instead of a percentage to estimate.
 - h. Operations Budget is good for 2016/17
4. Status of grants:

- a. Firefighter Support Foundation – received \$4500.00 to purchase thermal imaging camera; completed
 - b. Maine Community Service grant – submitted for an ATV; grant has not been awarded
 5. Station copier/fax/scanner is no longer working; looking at approximately between \$3200.00 and \$4000.00. BEU was there within four hours of the call with a loaner. Copier was slated to be replaced in 2018 on the Capital Replacement Plan. Need to look at a payment plan, lease with option to buy, and can we keep the loaner until June.
 6. Access Control System – system needs an upgrade that will cost approximately \$4000.00. Current software is no longer supported. The key pad outside the bay doors is not included in the system therefore the code cannot be changed. Chief needs approval to move money around in the operations budget to cover the cost.
 - a. Motion to overspend facilities budget up to \$4050.00 for the access control upgrade. Approved.
 7. Ladder 82: Testing update – UL came out to test; no significant damage from the trash truck accident. Other items were found; waiting on reports from UL. Chief is working with MMA
 8. Quarterly report: First Quarter January thru March 2017 response time on report was changed from 6 minutes to 4 minutes.
 9. Question of what is the appearance we are giving with our young responders? Chief is looking to bring on a Duty Officer to make an appearance at call and help with decision making/command on scene. Duty Officer would need to be compensated for being on call. Will need to take time from the Captain's administrative time to cover the compensation. Full time employees are not hired in to a supervisory role, but may end up covering that position.
 10. Data is being collected to start billing for Motor Vehicle Crashes; working with the billing company to finalize.
 11. Motion to accept Quarterly report and send to Select Boards. Approved
 12. Chief's Annual report: Dedicated to Bruce Johnston for over 45 years of service. One copy of the report will go to each town.
 13. Medical Director: Draft Memo of Agreement for Medical Director given to FC for review.
 - a. \$1500.00 pay for Medical Director
 - b. Still need to talk more with Dr. Brown
 - c. Possible to share a Medical Director with Arundel
 - d. Other departments already have a Medical Director on staff
 14. Chief's Contract: FC was given a draft to review and discuss; there are items in the contract that are different from what is currently being done.
 15. FC Gay wondering where FC is at with PTO. Still waiting for the PTO formula from the Town of Lyman. FC Gay thinks the FC should move forward with it.
 16. Military Leave: Chief will be on military leave from April 27, 2017- May 7, 2017 when he will retire from the Navy.
 17. Disposal of Equipment: in March a letter was sent; no action has been taken. Chief would like to follow regulation to dispose of. Also to include the radios and tractor from last year.
 18. Special Meeting scheduled for May 10, 2017 at 3:30pm to conduct the Fire Chief's Evaluation process.
 19. Regular FC meeting 6:30pm May 18, 2017 at GMFD
 20. **Adjourned** - Meeting Adjourned at 8:40pm
- Minutes recorded by FC Clerk Michelle Ray