

Lyman-Dayton Fire Commission (FC)

Meeting Minutes August 25, 2016

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

Called to order 6:30pm

**In Attendance:**

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

Fire Chief Roger Hooper

Absent FC Paul Reynolds, FC Amos Gay

FC Clerk- Michelle Ray

1. Review of corrective actions:
  - a. Hose Deployment – Hose netting installed, hose trays sprayed for friction, training modified and reviewed with current EVO drivers, standards in place for putting new apparatus in service; all have been completed. Chief wants to review how other departments do configuration control (modification process). FC Hernon would like to finalize as soon as all corrective actions have been completed and forward to Select Boards.
2. Mast Rd incident- FC feels need to emphasize to responders that they have no law enforcement authority to force any one to stay on scene and wait for State Police to respond. Chief does not agree; under some circumstances people need to be detained if they are a harm to themselves or others. Chief would like to organize a training class to review where responders have the right to detain someone. There is currently no directive or SOG.
3. Human Resource Services for GMFD - the county does have resources to provide these services. Chief Hooper feels that HR support is needed.
4. Review of the auditor's report – on Page 4 under other matters, this section is left blank and nothing is required. Chief would like to put something together in this section for next audit.
5. Expenditures from Reserve Account – there was an article appropriating the funds and two later articles to release the funds that Treasurer Lisa Vargis did not see. FC Hernon will follow up with Treasurer, to see if any protocol needs to be written
6. Protocol for Notifying Select Boards of GMFR incidents – FC Roberts advised Chief Hooper to forward anything that is sent to the Fire Commission to the Select Boards. FC Hernon would like to draft a protocol for the FC to review. FC Hernon already sends a monthly report to the Select Boards, Chief sends out his weekly blog, and the quarterly report for

GMFR is sent out to Select Boards also. Chief will include everything that goes to the FC to the Select Boards.

7. Imagery/Video Policy- Chief Hooper took existing internet policy and added an imagery and video policy. Chief will send out for FC to review.
8. Ambulance update – still waiting on the drawings to review and approve. There will be a few requisitions on separate invoices; these items will be ordered from other vendors for less expensive cost.
9. Repeater update – Pieces have been ordered, antennae is up, just waiting for Dirigo to install the equipment.
10. Flag pole LEDs – electrical system has been upgraded
11. Vehicle Maintenance –
  - a. Annual maintenance is complete
  - b. Pump testing is scheduled
  - c. Air conditioner in Rescue 85 is repaired
  - d. Ladder 82 is scheduled to go to East Coast for maintenance
  - e. Engine 81 has a leak; does have a lifetime warranty and repairs will be made next week.
12. HVAC – circulatory pump died, same problem occurs every three to four months; cost approximately \$400.00 every time to repair. Chief is working with Trane for a service agreement.
13. Three FEMA grants were all denied.
  - a. Chief will be attending a seminar on writing grants; also having written grants reviewed to help in the future.
14. Firehouse Subs – offers a grant to Fire Stations. Chief is looking to apply for this grant which is due September 1, 2016.
  - a. Looking to purchase mask with thermal imaging camera built in; approximately \$1500.00 per mask.
  - b. Chief would like to apply for four masks.
  - c. This is not a matching grant; 100% coverage if granted.
  - d. Motion to allow Chief Hooper to apply for the above grant: Approved
15. Disiplinary matters in the last month –
  - a. Junior Firefighter was suspended until Oct 1, 2016 for jumping on to a fire truck as it was pulling out of the bay.

- b. Engine was reported for going too fast around a dump truck with a car in the oncoming lane; driver has been spoken to about conduct and due regard.
  - c. Student coming back from academy stopped at the gas station to fill the tank; left the vehicle with the keys in it and gas pumping and went in to the store. When he came out of the store he was confronted by a Lyman Selectman. The student returned to the station and went directly to Chief to advise him about the situation. Chief counselled student about following proper procedures.
16. Problem with the HAZMAT response team in the area – Chief is working on how these will be handled and who will respond.
- a. County wide plan has been developed to use South Portland regional response team for York County.
  - b. Locally we provide a decontamination strike team
  - c. Saco/Biddeford has to staff this currently
  - d. Working on setting up a dispatch team with more departments participating.
17. Card System to make name/id badges – For the printer, camera, and software approximately \$2000.00 for start up.
- a. Look in to coordinating with Lyman, Dayton and GMFD
  - b. Chief will get three quotes to purchase
  - c. Would like to have the badge work with the keycard system for the doors.
18. Chief Hooper put together a table to show the electricity saved since the LED lighting has been installed. (Handout)
19. LED lighting for outside the building
- a. Several lights are out; \$1600.00 quote for LED yard lighting
  - b. Not separately budgeted; can be charged to facilities line
  - c. Efficiency Maine is included
  - d. Under \$10,000.00 does not need to go out for bid.
  - e. Motion to move forward with LED lighting outside: Approved.
20. MVA billing – will discuss again at the September 8, 2016 joint Lyman/Dayton Select Board meeting.
- a. Select boards are concerned that residents and seasonal residents will be billed.
21. Red Light memo; had not been signed. Need to discuss with both Select Boards.

22. CDL licenses – working with Vance’s Driving to get CDL licenses. Chief wants all Full Time staff and any other members that would like to take the course.
23. Students return to classes on September 4, 2016
24. Next regular FC meeting September 22, 2016
25. Adjourn 8:02pm

Minutes recorded by FC Clerk Michelle Ray