MAINE FIRE PROTECTION SERVICES COMMISSION

**MEETING MINUTES**

**Monday, August 6, 2018**

***(Unanimously Approved On September 10, 2018)***

Chair Dan Brooks called the Maine Fire Protection Services Commission to order at 9:02 a.m. in the Fallen Heroes Conference Room, Department of Public Safety Building, Augusta. Fire Commission members attending today’s meeting included Senator Scott Cyrway, Kenneth Desmond, Gerry Gay, Matt Gomes, James Graves, Steven Greeley, Ron Green, Chief Joseph Guyotte, Chief Thomas Higgins, Representative Thomas Longstaff, Representative Catherine Nadeau, Vicki Schmidt, Charles Soltan, Sean St. Germaine, Representative Timothy Theriault, Chief Joseph Thomas, Chief Michael Thurlow and Susan Pinette (staff). Members excused included Stephan Bunker, Senator Brownie Carson, Suzanne Krauss, Harty Norris and Chief Larry Willis (RET). The Fire Commission welcomed the following guests to today’s meeting: two past Fire Commission members- former Representative Michel Lajoie of Lewiston and Chief Jeffrey Cammack (RET), Executive Director of the Maine Fire Chiefs’ Association; Chief William Gillespie of the Liberty Fire Department; and Chief Dwayne Bickford of the Fairfield Fire Department.

Committee Reports and Old Business

 The 2019 Spring Joint Conference Committee updated Fire Commission members on their progress for the 2019 Spring Joint Conference. The Joint Conference Committee announced that Chief Bill Hayes would be a featured speaker. Chief Hayes served as the Fire Marshal for the University of South Alabama and has served as a VP for Columbia Southern University, the Director of Community Affairs for the District of Columbia Fire and EMS Department, and as the Fire Chief of Riverdale, GA. He is a Past-President of the Metro Atlanta Fire Chiefs Association. In June 2018, Chief Hayes was named the Chief of the Onalaska, Wisconsin Fire Department and officially took over in August. Chief Hayes has vast experience in leadership and development. The Committee also announced the 2019 conference dates are March 27 through March 29th and would again be held at Sunday River.

 The Best Practices Committee reported that a new nomination had been received and would email the nomination papers to members. Fire Commission members agreed to discuss this new nomination at the September meeting.

 The Municipal Volunteer Needs Committee reported they are working on a FAQs (Frequently Asked Questions) work sheet for Fire Chiefs regarding workers’ compensation issues.

 The Education and Training Strategy Committee distributed their draft of the *Competitive Grant Program Outline for Regional Live Burn Fire Training Facilities.* Committee members described the process and requested feedback on their draft from Fire Commission members. In addition to reviewing the four page draft, Fire Commission members reviewed the proposed timeline (below).

8/6/18 – MFPSC meeting - Initial review of program summary to elicit feedback Ongoing - Work on a draft of the detailed grant guidance, application materials & forms

9/10/18 – MFPSC meeting - review final draft of program summary / authorization to release to fire service stakeholders for review and comment.

11/16/18 – Deadline for comments back to MFPSC

 1/7/19 - Final edits, legal reviews, and draft of detailed guidance and application materials ready for Fire Commission review at their January meeting.

 2/4/19 – Fire Commission approval of final documents

 3/1/19 – Proposed application period begins (60 day application period)

 5/1/19 – Deadline for applications / peer and technical review process begins

 7/1/19 – Grant awards announced – performance periods staggered over 3 years

 General areas of discussion included logistics, program summary and the review process. Examples of the suggestions and questions included developing a “guidance document” that would answer initial questions regarding the bidding process and construction costs, setting parameters for the applicants and including sample design options; asking if priority would be given to the seven identified sites and if these current sites could ask for both repairs and a new facility; and suggesting that during the grant review to focus on buildings and not the land or other expenses. Discussion also included the membership of the review panel. The ETS Committee took note of all the Fire Commission members’ questions, suggestions and comments and will redraft their document. This new draft will be distributed to members via email and the final draft will be discussed at the September meeting.

 The Recruitment and Retention Committee updated members on the status of the 2-1-1 program. Several referrals have been received at the State Fire Marshal’s Office, and the calls have been forwarded to the appropriate Fire departments. The Committee continues to discuss other ways to increase interest in serving in the fire service.

 The LOSAP (Length of Service Award Program) Board updated the Fire Commission on the progress of their RFP (Request for Proposals). The LOSAP Board mentioned they are considering submitting legislation in the 129th Legislature to assist with their funding needs.

 The Treasurer’s report was presented by Chief Thurlow, Treasurer of the Fire Commission. The report included a summary of the Fire Commission’s present balance and the notification of an outstanding invoice for staff services (January 2018 through June 2018) that would require Fire Commission approval.

 ***A motion by Charles Soltan, seconded by Chief Joseph Guyotte, that the Maine Fire Protection Services Commission approves the payment for staffing services (January 1, 2018 through June 30, 2018) and directs the Treasurer to make the payment as soon as possible.*** The motion passed unanimously.

New Business and News From Members

 Fire Commission members discussed holding the Maine Fire Service Day at the State House, an opportunity to introduce themselves to the new members of the 129th Legislature. Traditionally, the Fire Commission has hosted a morning event in the Hall of Flags in the first Regular Session of the Legislature that included displays and exhibits. Rules of the Maine Legislature dictate that if groups want to reserve the Hall of Flags, reservations must be made in advance and a $100 refundable deposit is required. These reservations are not accepted until the day following Labor Day. Members discussed staff making the necessary arrangements for the Fire Commission.

 ***A motion by Charles Soltan, seconded by Kenneth Desmond, that the Maine Fire Protection Services Commission authorizes staff to reserve the Hall of Flags for the purpose of hosting the Maine Fire Service Day at the State House and further approves the payment to the Clerk’s Office of a $100 refundable deposit.*** The motion passed unanimously.

 Fire Commission members discussed their concerns regarding the funding for the State Fire Marshal’s Office and the Maine Fire Service Institute. The current funding mechanism for the SFMO and MFSI are through revenues collected from the Fire Tax and assessed by the Maine Revenue Service. Members agreed to further examine the current funding to assure that the SFMO and MFSI were properly funded. Members also proposed forming a committee to review current funding and look at additional funding sources.

 The Maine Emergency Medical Services Board announces three seats on their Board have terms that expire in 2018 (July, August and October). The Board meets on the 1st Wednesday in February, April, June, August, October and December.

 Fire Commission members discussed their concerns regarding dispatcher staffing in the emergency call centers. Members mentioned low staffing numbers, increased and mandatory overtime hours, longer commutes because of closed centers and issues with the fire/dispatch program. Members agreed to discuss these issues at the September meeting.

 Fire Commission members expressed a special thank you to the legislators on the Fire Commission for their work contributing to the successful passage of LD 1845 “*An Act To Provide Incentives To Attract Trained Firefighters to Maine and To Retain Trained Firefighters by Expanding the Provision of Live Fire Service Training”.* Your dedication to Maine’s fire service is much appreciated!

 With no further business to come before the Maine Fire Protection Services Commission, Chair Brooks adjourned the meeting at 11:10 a.m.

 Respectfully submitted,

 Susan M. Pinette

 Staff

**MEETING SCHEDULE**

Monday, September 10th MEETING Public Safety 9:00am

Monday, October 1st MEETING Public Safety 9:00am

Monday, November 5th MEETING Public Safety 9:00am

Monday, December 3rd MEETING Public Safety 9:00am

***Dates of Interest:***

*Monday, September 3, 2018 HOLIDAY-LABOR DAY*

*Monday, September 10, 2018 LOSAP Board Meeting, 10:00am, DPS*

*Monday, October 8, 2018 HOLIDAY-COLUMBUS DAY*

*Tuesday, November 6, 2018 ELECTION DAY*

*Monday, November 12, 2018 HOLIDAY- VETERANS DAY (observed)*

*Thursday, February 7, 2019 Fire Service Day at the State House (Hall of Flags), 8:00am*