CALL TO ORDER, ROLL CALL:
By: Pacholski    Time: 6:08 p.m.    Place: Town Hall Annex

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<tr>
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<th>PRESENT</th>
<th>ABSENT</th>
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<tr>
<td>Chuck Beecher</td>
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<td>Ken Boutin</td>
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<td>Ray Eldridge</td>
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<td>Craig Malan, Vice Chairperson</td>
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<td>James McLoughlin, Staff</td>
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<td>Steve Pacholski, Chairperson</td>
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<tr>
<td>Josh Ziel, Secretary</td>
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AUDIENCE OF CITIZENS:
There were no speakers.

ACCEPTANCE OF MINUTES:
Motion: The Fire Transition Study Committee approves the minutes of the December 12, 2019 meeting.

By: Malan       Seconded: McLoughlin

With the following corrections:
- Page 1 of 6, Acceptance of Minutes, third bullet – change “Nee” to “New”.

Motion carried with the following vote:
For: Ziel, Boutin, Malan, McLoughlin, Pacholski
Against: None
Abstain: None

OLD BUSINESS:
a. Job Descriptions
The job descriptions were distributed.

**Fire Chief** – The changes discussed at the last meeting have been added to the description including Supervision Received and Supervision Exercised statements being added to the Examples of Duties section. McLoughlin and Ziel asked that “administrative” be removed from the Summary Description section. Items three and four will be removed from Examples of Duties; the organizational chart shows the Chief Engineer and Health & Safety Officer reporting to the Fire Chief.

**Motion:** I make the motion to accept the Fire Chief job description as amended this evening.

By: Malan        Seconded: McLoughlin

Motion carried with the following vote:
For: Malan, Boutin, McLoughlin, Pacholski, Ziel
Against: None
Abstain: None

**Deputy Chief of EMS** – The changes discussed at the last meeting have been added to the description including Supervision Received and Supervision Exercised statements being added to the Examples of Duties section. Ziel asked if it should be stated implicitly that this position would be expected to run an emergency scene? Members felt the last two statements listed on page one address this.

This job description was approved at the November 26, 2019 meeting. There are no changes being made this evening.

**Deputy Chief of Operations** – The changes discussed at the last meeting have been added to the description including Supervision Received and Supervision Exercised statements being added to the Examples of Duties section. Boutin suggested the job description title match that on the organizational structure – Deputy Chief of Fire Operations – to which the team Members agreed.

This job description was approved at the November 26, 2019 meeting. Clerical change to the job title was made this evening.

**Deputy Chief of Training** – The changes discussed at the last meeting have been added to the description including Supervision Received and Supervision Exercised statements being added to the Examples of Duties section. The job description title will be changed to match the organizational structure – Deputy Chief of Training & Administration. A question was posed about item five on page two possibility changing the chain of command of the organizational chart. Malan does not believe it does. Clerical correction to change “preforms” to “performs” in item five, page two.

This job description was approved at the November 26, 2019 meeting. Clerical change to the job title and the typographical error were made this evening.
EMS Captain – The changes discussed at the last meeting have been added to the description including Supervision Received and Supervision Exercised statements being added to the Examples of Duties section. Clerical correction to remove the first “on” in the third item under Examples of Duties.

This job description was approved at the November 26, 2019 meeting with the clerical correction being made this evening.

Fire Captain of Special Operations - The changes discussed at the last meeting have been added to the description including Supervision Received and Supervision Exercised statements being added to the Examples of Duties section. Clerical correction to remove the first “on” in the third item under Examples of Duties.

This job description was approved at the November 26, 2019 meeting with the clerical correction being made this evening.

Fire Captain - The changes discussed at the last meeting have been added to the description including Supervision Received and Supervision Exercised statements being added to the Examples of Duties section. Clerical correction to remove the first “on” in the third item under Examples of Duties.

This job description was approved at the November 26, 2019 meeting with the clerical correction being made this evening.

Fire Lieutenant – The changes discussed at the last meeting have been added to the description including Supervision Received and Supervision Exercised statements being added to the Examples of Duties section. It was decided that “and Captain” be added to the Supervision Received statement as a clerical change.

This job description was approved at the November 26, 2019 meeting with the clerical change being made this evening.

Fire Lieutenant of Marine – The changes discussed at the last meeting have been added to the description including Supervision Received and Supervision Exercised statements being added to the Examples of Duties section. It was decided that “and Captain” be added to the Supervision Received statement as a clerical change. All apparatus is assumed to mean fire apparatus.

This job description was approved at the November 26, 2019 meeting with the clerical change being made this evening.

Fire Police Lieutenant – This description was tabled at the November 26, 2019 meeting. This description matches that of the other lieutenant positions with the exception of the Examples of Duties statement of “Direct and assume control of the on-scene activities in the absence of a superior officer.” This position provides necessary traffic control.

McLoughlin suggested striking NIMS 300 & 400 from the Experience section as these are about commanding a scene. The Team agreed to this along with adding “be an approved driver of all service vehicles” to the third item under Experience.
McLoughlin went on to suggest that this position be at the level of captain based on historical perspectives. The person currently holding this position has done a very good job and represents the town when attending meetings. Malan is agreeable to the title change but feels the position should remain in the same position. A Fire Police Captain is different than a Fire Line Captain. Members did not agree that a captain should be reporting to a captain. Boutin pointed out that the organizational structure does not have another captain reporting to a captain. McLoughlin feels placing this position at the lieutenant level or changing the title to Fire Police Coordinator would be demeaning to the current person. This person is able to relieve police officers and release personnel from scenes. He goes to planning meetings and reaches out to event organizers to coordinate Fire Police at town events. The current person has raised the bar to being an ambassador for the Town. Ziel added that McLoughlin makes excellent points about the amount of work the current captain is doing. Leaving the rank at lieutenant would be demoting that person. This person has elevated what we should expect from the fire police and we should be building an organization that represents this. This person handles mutual aid packs with other towns and has to interact with them. The people attending these meetings have the usual customary rank of captain. Pacholski stated that having parity with other towns has won him over to changing this position to the rank of captain.

**Motion:** I make the motion to approve the position of Fire Police Captain reporting to the Deputy Chief, Fire Operations.

By: McLoughlin       Seconded: McLoughlin

Motion carried with the following vote:
For: Malan, Boutin, McLoughlin, Pacholski, Ziel
Against: None
Abstain: None

Fire Lieutenant of Rescue - The changes discussed at the last meeting have been added to the description including Supervision Received and Supervision Exercised statements being added to the Examples of Duties section. It was decided that “and Captain” be added to the Supervision Received statement as a clerical change. All apparatus is assumed to mean fire apparatus.

This job description was approved at the November 26, 2019 meeting with the clerical change being made this evening.

EMS Lieutenant – The changes discussed at the last meeting have been added to the description including Supervision Received and Supervision Exercised statements being added to the Examples of Duties section. It was decided that “and Captain” be added to the Supervision Received statement as a clerical change. All apparatus is assumed to mean fire apparatus.

McLoughlin suggested these job descriptions be forwarded to the Board of Fire Officers. These are what is being recommended by the Transition Team and should be included in the policy manual. Malan feels that is a good idea on a notification basis. Requirements are part of the by-laws which can be difficult to change. Once the job descriptions are
fully approved it will give volunteer members more time to work toward requirements if they want to be a candidate for a position.

**Motion:** I make the motion to amend the Organizational Structure that the Committee approved on December 12, 2019 to change Lt, Fire Police to Captain, Fire Police reporting to the Deputy Chief, Fire Operations.

By: Malan Seconded: Ziel

Motion carried with the following vote:
For: Malan, Boutin, McLoughlin, Pacholski, Ziel
Against: None
Abstain: None

**b. Phase 1 Report**

Pacholski went through the minutes to pull together information for the Phase 1 report. The report will be presented to a new Town Council so he began the presentation by reviewing the charge (slide 3) and who is on the Committee (slide 4). The Phase 1 deliverables are listed in the agenda (slide 1). McLoughlin suggested getting this presentation to Laura Stone as soon as possible so the Council members can review it before the January 21, 2020 meeting.

The organizational structure (slide 7) will be updated with the change that was approved this evening. Slide 8 recounts the conversation that the future of the Associations is not in the purview of this Team. However, there will be work and costs to the associations to modify their documents to change their purpose. The Town has taken on many of the housekeeping issues with the fire stations themselves and will continue to take on this responsibility. Space will be preserved in each building so the associations can continue to work on the business at hand. The Team does not have the desire for the associations to cease to exist as they provide social activities and engagement that may help to attract new members to the department. A Use contract may be required between the Town and the Associations.

As slide 9 states, no short- or long-term cost savings is expected. In fact it may cost more. McLoughlin recently uncovered the fact that the generators are not covered under a maintenance contract. These will be in the new fiscal year. In the meantime, issues that arise will be billed as time and materials. The generator at Station 208 is aged and bought second hand as military surplus. A quote for a new generator is ~$30,000. The departments are working bare bones with what we have. Also in the new budget (not yet approved) is $13,000 to rekey all four fire buildings with key fobs (add this to slide 10). One centralized system is preferred. This will be a town funded and town managed program. Relabeling or uniforms may not need to be changed all at once, instead using a phased approach. Legally the ambulances had to be relabel but for other vehicles this is not an immediate requirement as seen with Eagleville’s multi-year approach. The stipend information was the middle of the road number from the information gathered by McLoughlin. Pacholski stated this does not necessarily need to be actual money. A car-in-lieu of may suffice and gives the Town more control. The public education line was included because the Team wants to place emphasis on this going forward. The
miscellaneous category could be used for events such as an annual awards presentation and dinner party for members and their significant other, suggested McLoughlin.

Term limits (slide 12) are applicable for the interim positions. Terms will be used for the permanent positions. One role of the Deputy Chiefs will be to manage the division to include appropriate growth for his officers.

Malan suggested the terms of:
Chief – 7 years
Deputy Chief – 4 years
Captain – 2 years offset from the 4 years
Lieutenant – 1 year

Boutin and Ziel agreed that seven years seems a long time for someone to commit to an appointment for a volunteer.

The agreed to terms:
Chief – 4 years
Deputy Chief – 3 years
Captain – 2 years
Lieutenant – 2 years

Malan feels the Team should recommend people for the interim chief and interim deputy chief positions (slide 12) so we can pass on the ideas this Team has been discussing for the past year. The other approach would be to publish the job requirements, not have an interim leadership team, and those interested in the permanent positions have time to get the certifications required. The benefit of an interim staff is that the departments can start operating as one sooner. Boutin and McLoughlin are okay with the interim chief picking his command staff. If others do the choosing of the command staff it could be setting the chief, and the department, up for failure. Malan understands this concern but remains concerned that what the Team has spent time on for the past year gets left behind. However, if not choosing an interim chief seems like it would be more detrimental then the answer is to move forward with interim command. So, give the interim chief a chance to get the ball rolling by allowing him to pick his three deputies. Is there a requirement that both departments be represented in the organizational structure? No, there is not. It would be a disservice for the segregation to continue under the merged structure. The permanent chief position may be chosen by an outside panel.

McLoughlin suggested that Pacholski provide information in advance regarding the points-based system

Recent recruitment actions taken (slide 13) include streamlining the application process, streamlining the background checks, an Open House event at the firehouse, a UConn liaison is on the board, and having fire members present at town events.

Slide 14 has the suggested interim merged state as being July 1, 2020 that includes finishing phase 2 and appointment of an interim chief; this is six months ahead of the anticipated date. Some Members feel it could be sooner than July 1 so would like to see this stated as no later than July 1, 2020.
Pacholski will update the presentation with the changes discussed. He will then provide the presentation to be included in the packets for the Town Council.

**Motion:** I make the motion to accept the changes discussed and agreed to for the Phase 1 Completion Report.

By: McLoughlin  Seconded: Malan

Motion carried with the following vote:
For: Malan, Boutin, McLoughlin, Pacholski, Ziel
Against: None
Abstain: None

**NEW BUSINESS:**

a. **Term Limits**

Term limits were discussed within the Phase 1 report section.

**CORRESPONDENCE:**

None

**ADJOURNMENT:**

**Motion:** I move to adjourn the meeting at 8:49 p.m.

By: Malan  Seconded: McLoughlin

Motion carried with the following vote:
For: Malan, Ziel, Pacholski, Boutin, McLoughlin
Against: None
Abstain: None

Respectfully Submitted,

*Yvonne B. Filip*

Yvonne B. Filip, Recording Secretary

PLEASE NOTE: These minutes are not official until approved by the Fire Transition Study Committee at the next Committee meeting. Please see the next Committee meeting minutes for approval or changes to these minutes.