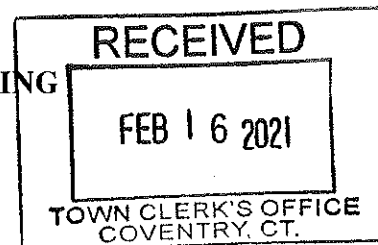


**FIRE TRANSITION STUDY COMMITTEE MEETING  
MINUTES  
REGULAR MEETING – VIRTUAL  
FEBRUARY 11, 2021, 6:00 P.M.**



**CALL TO ORDER, ROLL CALL:**

By: Pacholski

Time: 6:01 p.m.

Place: Virtual

	<b>PRESENT</b>	<b>ABSENT</b>
Chuck Beecher	X	
Ken Boutin	X	
Craig Malan, Vice Chairperson	X (Arrived 6:14 p.m.)	
Bud Meyers	X	
James McLoughlin, Staff	X	
Steve Pacholski, Chairperson	X	
Josh Ziel, Secretary	X	

**AUDIENCE OF CITIZENS:**

No one was present to speak.

**ACCEPTANCE OF MINUTES:**

**Motion:** The Fire Transition Study Committee approves the minutes of the November 19, 2020, meeting.

By: McLoughlin

Seconded: Beecher

Motion carried with the following vote:

For: Pacholski, Beecher, Ziel, Boutin, Meyers, McLoughlin

Against: None

Abstain: None

**OLD BUSINESS:**

**a. Financial implications/Budget update/Officer Stipends**

McLoughlin has built into the Operations budget for 2021 the incentives agreed upon. There is a significant amount of administration work, health & safety issues, fleet

maintenance, and training that is required of officers for the fire department to be successful. These reasons are the justification for officer stipends. Pacholski said the Transition team is on board with this policy that was approved in September.

McLoughlin suggested the payments be made semi-annually, in July and January, rather than quarterly. If the Team agrees he will recommend that to the Fire Board of Officers. Meyers agrees with moving the stipend payments to semi-annually. Pacholski said changing when the stipends are paid out does not affect him but he thinks if the stipend is made out sooner (quarterly) rather than later (semiannually) it is more of an incentive to the volunteers. Pacholski does not think keeping the payments quarterly is a huge burden for the payroll office. We can find a happy medium between what is too much work and rewarding people for what they are doing. Beecher is okay with semi-annual payments. McLoughlin said the firefighters are getting paid once per year now. This would pay them two times per year and put everyone on the same schedule.

McLoughlin said he is putting together a presentation to the Council in March. The officer stipends and justification will be included.

Regarding the Financial Implications McLoughlin said quite a few items have been accomplished such as relettering, badges, and key fobs. Car plates and decals are on the radar, \$12k is being requested for dress uniforms, as is the premium for an insurance policy. The insurance policy falls under Recruitment and Retention. We are waiting for venues for the annual dinner to reopen. Money has been added to the proposed next year's budget for the annual dinner. Ten thousand dollars is tagged under miscellaneous to give us some flexibility. Malan asked if thought has been given to paying for class time that volunteers take to achieve necessary skills for the services provided to the town? McLoughlin said people have to be trained to go on calls and the call payments is to incentivize people to respond to calls. Also, additional training allows you to apply for officer positions with corresponding stipends. Malan said he is okay with training class incentives not being in this year's proposed budget. We may want to think about incentive payments for classes with many hours in future budgets. Classes are taken for required certifications to give the department a better level of service. There are diver and advanced extrication classes that the department would like people to have those skill sets. Meyers said the diver certification class is \$740 that the department pays for and this skill can be used other than in service to the department for which there may be one call per year. People are going to classes to get educated not to get paid. Malan agrees that is the feeling of many of the volunteers. But now is the time to discuss compensating for class time perhaps to coax people to take a class to provide a need for the department. A better way may be to increase the stipend for a higher level of expertise.

The consensus of the Team is that they are okay with these stipends as stated in the policy manual and the change from quarterly to semi-annual payment.

#### **b. Permanent Officer selection process/requirements**

Pacholski said the timeline decided upon is to announce the positions in March, acceptance of letters of intent/resumes in April, interviews in May, selections in June for a July 1, 2021 start date. Pacholski will send out the email requesting letters of intent/resumes.

McLoughlin said there is concern with respect to the requirement of having IS300 & 400 as this training is hard to find. He spoke to a CRCOG representative who said they would look into putting together a quote for holding an in-house class. It was agreed having this requirement within a year of appointment begins on July 1, 2021.

Meyers asked what constitutes “all apparatus”? The heavy rescue, ladder truck, and heavy tanker were parsed out but are the ambulances and dive truck with trailer included as “all apparatus”? Malan said we didn’t call out each apparatus because we can have a changing fleet. Most people can be trained and competent with the vehicles over a couple of weekends. Beecher said the ambulances and dive equipment is not included in that phrase. Pacholski said his opinion is that ambulances were included but the boats were not. McLoughlin read from the Fire Lieutenant’s job description that one must be approved on all fire apparatus; the ambulances are not fire apparatus. There was some ambiguity in some of the job descriptions that the Fire Board of Officers will review. Meyers said we need a definitive answer for people when they are applying for positions. Pacholski said the job descriptions differentiate between fire and EMS equipment. Based on the organization chart the marine apparatus is under the fire side. The towing of the trailer is where there is a gray area. There could be people who are cleared to tow but do not have a boating license. The Marine Lieutenant should be fully qualified on the boat and driving the dive team truck and be able to fill in for fire officers.

McLoughlin said he recalls a discussion of setting the job descriptions for the permanent positions and then not making changes to them until after July 1, 2021 if necessary. People may be taking classes to qualify for a position. It would not be right to change the job descriptions right now. Other Team members recall the discussion. Pacholski said fire officers must be qualified on all fire apparatus; for EMS officers that means the ambulances, service trucks, and the dive truck, but not necessarily towing. The Marine Lieutenant is not required to tow but is required to have a boating license. The service vehicles are the apparatus’ that cross the lines.

### **c. 2021 Meeting dates**

**Motion:** The Fire Transition Study Committee sets the 2021 meeting dates as the second Thursday of each month at 6:00 p.m. through July and then as required after July.

By: Malan

Seconded: Boutin

Discussion – McLoughlin asked if it is necessary to meet each month until July? The team can review where the permanent officer selection process is in April and then the selections for the positions in June. We can present to the Council in July and suggest the current purpose of the Team has chosen and installed the permanent officers. The Team would be submitting the final report and ask that the Team be disbanded by the Council. Malan and Pacholski felt having the monthly schedule for meeting in place is better than having to call a special meeting, limiting what the Team can speak about, and cancelling the regular meeting if there are no items for discussion. McLoughlin withdrew his suggestion.

Motion carried with the following vote:

For: Pacholski, Beecher, Ziel, Boutin, Meyers, McLoughlin, Malan

Against: None

Abstain: None

**d. Association Contract Updates**

Pacholski said CVFA has retained a lawyer to help the committee review the contracts. The committee was pleased with the rewrites from the Town. CVFA should have a resolution within the next month or so. Some of the changes were that the Association is not liable for items in perpetuity and clarification around the substation. The Association owns the land while the Town owns the building.

Meyers said the NCFD president has just sent out the draft contract to the membership. A change was made in the organization's statement and what the involvement entails. The final vote should be at the March meeting of the Association.

**NEW BUSINESS:**

None

**CORRESPONDENCE:**

None

Malan asked if we are only looking for current members to become officers or should this be an open call that may require the need to explore other means of publication? Meyers and Pacholski said the way the job descriptions are written you have to be a member. The job requirements prohibit outside people from applying.

**ADJOURNMENT:**

**Motion:** I move to adjourn the meeting at 7:03 p.m.

By: Malan

Seconded: Meyers

Motion carried with the following vote:

For: Pacholski, Boutin, Ziel, Malan, Beecher, 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.