CALL TO ORDER, ROLL CALL:

By: Pacholski  
Time: 6:03 p.m.  
Place: Virtual

<table>
<thead>
<tr>
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<th>PRESENT</th>
<th>ABSENT</th>
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<tbody>
<tr>
<td>Chuck Beecher</td>
<td>X</td>
<td></td>
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<tr>
<td>Ken Boutin</td>
<td>X</td>
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<td>Open</td>
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<td>Craig Malan, Vice Chairperson</td>
<td>X</td>
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<td>James McLoughlin, Staff</td>
<td>X</td>
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<td>Steve Pacholski, Chairperson</td>
<td>X</td>
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<td>Josh Ziel, Secretary</td>
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This is a joint meeting between the Fire Transition Study Committee (Team) and the Board of Fire Officers (BFO).

Also present:
Bud Meyers
Ryan Boutin
John Alosky

AUDIENCE OF CITIZENS:

There was no one present.

ACCEPTANCE OF MINUTES:

Motion: The Fire Transition Study Committee approves the minutes of the March 13, 2020 meeting.

With the following corrections:
Page 4, second paragraph – change the first “with” to “will”.
Page 4, New Business, item a – strike the first sentence and insert the following, “The Team and BFO will make a recommendation of interim Fire Chief to the Town Manager and he will bring the recommendation to the Town Council for approval. Then, the
appointed interim chief will recommend three deputy chiefs to be approved by the Town Manager. After that the chief and deputies will appoint the captains and lieutenants with the final decision of the captains and lieutenants being made by the chief.”
Page 4, Motion – change “from” to “for”.
Page 5, second paragraph – change the first “with” to “will”.
Throughout – change “Myers” to “Meyers”.

By: Malan  Seconded: Ziel

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

OLD BUSINESS:

a. Interim Positions/Discussion with Joint Fire Board

Pacholski received letters of interest and/or resumes. After he received answers to his questions he put the name next to the position being applied for. In some cases a person is interested in more than one position. A number after the name indicates the order of preference for positions.

The only interest in Fire Chief came from Bud Meyers. Malan asked if anyone else from the Team or the BFO has heard of any other person who may be interested in this position? Malan has not. Pacholski stated the inquiry for letters of intent went out via email to all members of the departments. He also sent a text message to those who have a phone number on file. Pacholski did not reach out to non-members.

Motion: I move that the Fire Transition Study Committee make the recommendation to the Town Manager of Bud Meyers for the position of interim Fire Chief based on his letter of interest.

By: Malan  Seconded: Ziel

Discussion: Pacholski asked if the members of the BFO is in favor of the recommendation? Ryan Boutin and John Alosky replied in the affirmative; Bud Meyers refrained from comment.

McLoughlin asked if we want to make the motion referring to the Fire Transition Study Committee and the Board of Fire Officers as jointly making the recommendation? Malan and other Team members were amenable to that change.

Amended Motion: I move that the Fire Transition Study Committee and the Board of Fire Officers jointly make the recommendation to the Town Manager of Bud Meyers for the position of interim Fire Chief based on his letter of interest.

By: Malan  Seconded: Ziel
Motion carried with the following vote:
For: K. Boutin, Malan, McLoughlin, Pacholski, Beecher, Ziel, Alosky, R. Boutin
Against: None
Abstain: Meyers

Pacholski asked if the Team should discuss the remainder of the org chart with the names of the interested parties? McLoughlin thinks we should take the positions one level at a time. We should offer the recommendation for Fire Chief to the Town Manager who will then bring that recommendation to the Town Council for approval. Then the Chief and Town Manager will move the process to the next level in the org chart. There was some discussion that the Team and BFO would provide some input for the positions. Should we provide that input now or wait for the next meeting? Malan opined we may want to hold off if we think the Town Manager has a different name or is considering someone else for the position of interim chief. Malan doubts that Elsesser would. Does McLoughlin know any differently? McLoughlin will try to get an answer right now. McLoughlin reported once the Team makes the recommendation of interim chief, we will not likely to see any resistance with the Town Manager or the Town Council. Elsesser will conduct an interview and do his due diligence before making the recommendation to the Town Council with this matter expected to be on the April 20, 2020 Town Council meeting agenda. This will give the Fire Chief enough time to fill the other positions to be ready for July 1, 2020. Malan added we should concentrate on the operational positions to be filled for that date. The staff positions can wait for a couple of months. Some members did express primary interest in staff positions as noted on the org chart. Once appointed the chief can use this org chart to begin filling positions. The chief would go through this step with the raw data that Pacholski can provide. Pacholski confirmed with McLoughlin that he is suggesting we stop at this point and wait to review further down the org chart.

McLoughlin thanked Pacholski for the presentation to the departments and for the solicitation of the letters of interest/resumes. He is satisfied with the response received. McLoughlin knows Pacholski put his heart and soul into this. McLoughlin said thank you from himself and the town. Pacholski will forward a written recommendation to Elsesser along with forwarding Meyer’s letter of intent and his resume.

b. Member benefits

Malan reported the subcommittee has not met. He reviewed some of minutes from the Town Council meetings where Elsesser was voicing general concern for staffing from Vintac and long term. The staffing agency will be used 24 x 7 during the pandemic and volunteer members will be second calls. A comment was made that this staffing may become permanent if more members do not step up. The benefits are being crafted to promote member response. McLoughlin spoke on behalf of the town this 24 x 7 staffing by Vintac is in force until April 30, 2020 and will be reviewed at that time. From the Town’s perspective, the volunteers will be there for second calls. The agreement will be revisited or extended at the end of the month. There is been no discussion at Town Hall for Vintac staffing to be a permanent change. Pacholski read a section of the minutes from the March 30, 2020 Town Council meeting regarding this matter. How does that affect the discussion about member benefits? Malan replied benefits and stipend are tied to call response. A tax stipend is being discussed to help promote EMS response. McLoughlin stated a member’s benefits policy in draft form from the FBO has been
shared with the subcommittee. As yet, the subcommittee has not gotten the document to the point to make a recommendation to the Team. McLoughlin continued this policy developed has been managed by the FBO thus far. However, both groups should have input. The subcommittee should discuss this and then regroup with the Team and FBO for discussion. It was felt emailing back and forth between the subcommittee members as a means of discussion is allowable as the subcommittee does not represent a voting majority. When the document is published to the joint team discussion can only take place during the public meeting. Malan will send the latest draft copy to the subcommittee members. McLoughlin asked if the FBO can be part of the subcommittee discussions to serve as subject matter experts? Pacholski stated this is acceptable as the FBO are not part of the Team. This is allow collaboration to continue. R. Boutin and Meyers from the FBO will provide input and review with the subcommittee consisting of Malan, K. Boutin, and McLoughlin.

**NEW BUSINESS:**

Has any progress been made in recommending a new member for the open position from Station 18? Malan inquired of a couple of people. It can be asked again at the FBO meeting. Pacholski believes there is a requirement that the person be a resident elector.

**CORRESPONDENCE:**

None

The next meeting is scheduled for May 14, 2020. This will be another joint meeting of the Team and FBO and conducted via Zoom.

**ADJOURNMENT:**

**Motion:** I move to adjourn the meeting at 6:45 p.m.

By: Malan  
Seconded: Ziel

Motion carried with the following vote:
For: Malan, Pacholski, Boutin, McLoughlin, Beecher, Ziel  
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.