

Fire District #1 Prudential Committee

Open Session Meeting October 1, 2015

Call to order @ 6:30pm

Members present- Kevin Taugher, Ray Miner & Greg Sheehan

Signing of the Warrants

Continued discussion on plan and schedule for the fire Chief selection process, and vote if necessary

KT asked if we could change our regularly scheduled meeting from 10/15/2015 to 10/13/2015 so it could coincide with Attorney Sullivan's availability. The change of date was agreed to.

GS asked if Attorney Sullivan was asked again about the conflict of interest that was brought up by Capt. Schenker at the last meeting and KT replied that we can ask him again.

KT wanted us to consider the hours of work portion of the contract. KT asked acting Chief Kurt Schenker if he is filling out a time sheet, he responded he was just working his regular hours. KT asked if there was a sheet he filled out as a Capt. He said no. KT suggested a process be established before the next Chief is hired for better tracking time.

KT wanted to make sure the indemnification clause of any future contract is covered by insurance.

GS brought up the current cell phone and vehicle use under the contract. Should the Chief's vehicle be properly marked as to not violate IRS regulations for the imputed value of an unmarked vehicle. As far as the cell phone, every time GS called there was never a live connection to the Chief as well as a consistently full vmail box. It was concerning to think that there were that many messages not being answered. Capt. Schenker stated that the Chief was using his personal cell phone for some time. KT told the Capt. That the Chief should be made aware the entire phone contents are discoverable in a law suit. KT suggested better language around the use of cell phones paid for by the district, expectations etc.

KT thought there should be a better process for identifying the education budget for the Chief's use. He also suggested cleaning up the language around the EMT certification.

Concerns around the education requirements of the Chief. Suggesting that we have a quarterly plan in place for at least monitoring progress was also discussed.

There were also concerns around what constitutes continuing education, seminar, an accredited course etc.

There was discussion around sick days and sick pay as they relate to the current policies in place. Currently FF gets 15 sick days a year and can accrue those days indefinitely at the moment. In addition there are 3 personal days that come out of sick bank above and beyond.

GS asked what the current sick policy was. Is it 3 days and you need a Dr.'s note? Capt. Schenker said it was currently up to the Chief's discretion. But currently there was no threshold for coming back to work before needing a Dr.'s note.

There were a number of other discussion points with the common theme of making sure we are consistent with MGL if applicable in any future contracts, job descriptions or disciplinary actions.

There is also the suggestion that any adjustments that go with the rank and file should be followed by the Chief's contract. There was talk about the length of the contract and negotiation.

The position description and the strong Chief Statute were never melded. We should discuss with Attorney Sullivan the best way to integrate those two or even consider rescinding the statute at the annual district meeting. It was discussed that we could take a couple of different tracks that could be taken based on the progress being made.

The job qualifications need to be more detailed. Not just able to operate office equipment, that could mean turning on the printer for example. Something more along the lines of proficiency in Microsoft office as an example.

Perhaps a more comprehensive standard operating procedures manual needs to be created so there is continuity across the department. A reference manual that could tell any fire fighter how to do any task within the department. These are just ideas to be explored and considered as we go through this process.

KT asked if Capt. Schenker was ever able to find the file for the hiring process of the last Chief. He was not able to find this file.

Since Capt. Schenker has been appointed by Chief Authier as interim Chief in his absence the question was asked if Capt. Schenker should be performing those duties during the normal work hours of the Chief and not the rotating hours of a Capt. Capt. Schenker said he would prefer to stay on shift so he could work his other job but has made himself available. KT suggested that it be Capt. Schenkers prerogative to choose what he wanted but if he found it to be too burdensome and wanted to work Chief's hours then he needs to talk to the board about getting them changed. The Capt. Agreed.

New Business unforeseen 48 hours or less before this meeting

- No new business

Next meeting date and confirmation of future agenda items

Possibly voting on a testing service

Seeing who from within the department has interest in testing for Chief

The next regular meeting would be October 13, 2015

- GS- motion to adjourn
- RM-2nd
- UA

Meeting adjourned at 7:18pm

A handwritten signature in black ink, appearing to read 'Greg Sheehan', with a stylized, cursive script.

Respectfully submitted

Greg Sheehan
Prudential Committee, Clerk