

## **Fire District #1 Prudential Committee**

### ***Open Session November 20, 2014***

Call to order @ 6:30pm

Members present- Kevin Taugher, Ray Miner & Greg Sheehan

- Signing of the Warrants

### **Approval of the minutes**

- GS- Motion to approve the minutes of the 10/29/2014 regular meeting as presented
- RM- 2<sup>ND</sup>
- UA

### **District Clerks Report**

Monica started with a budget planning timeline. She has asked Chief Authier to have a draft budget ready for the December meeting to review. Then she was hoping for two meetings in January and then a meeting with the Water Commissioners in early February and finalize the vote and budget at the regular February meeting.

Monica said she needed everything for the annual meeting except the budget by the end of January and then have the budget ready for a vote by the end of February.

KT asked if Monica was anticipating any issues with the budget or was it that she just wanted to get it done. Monica said she wanted to stay ahead of the process. She just wanted the extra time to bring it all together.

Monica mentioned the classification hearing for the tax rate at the next selectboard meeting on December 8. KT mentioned that the district tax rate was going up 6 cents which represented a 2.7% increase. He mentioned that district 2 had an increase of 13% and the town was going up a little over 4%. The tax value of the district went down a couple of million dollars.

Monica said that she had asked the representative from Guardian to come in for the December meeting to discuss the Dental plan.

We reviewed the articles for the special district meeting

Monica reminded us that there is a special district meeting on December 4 to approve the funds for the painting of the inside of the water tank. Monica confirmed there was more than enough money in the account.

We reviewed the articles for the special district meeting

### **Ambulance Director's Report**

- GS- Motion to approve the ambulance receipts adjustments for the month ending 10/31/2014 in the amount of \$44,918.32
- RM- 2<sup>nd</sup>
- UA

### **Chief's Monthly Update**

No major significant events, the ambulance calls have been consistent and the inspections are on track.

The new roof is underway, KT asked Chief to get a letter from Tighe & Bond certifying that the materials being used are asbestos free so we never have to pay for an asbestos inspection again in the future.

Chief discussed some planning for the next budget. He said he was going to plan on repairing some of the outside doors as well as putting in the ramp to make the station ADA compliant.

Chief said there was a recall on the Amana electric heating and AC units similar to the ones in the station but after doing a product number verification the units in the station were not affected.

Chief said that the final proof reading of the handbook has been conducted for typos and other errors. He said he should be able to email to the board in the next couple of days. He said he would print a hard copy for Ray Minor as well as send a copy to Attorney Beauregard for review.

KT asked that the attorney also review it visa vie the strong chief statue.

Two new call members were hired and will begin training soon.

There was a brief discussion if the board needed to vote on the handbook. KT said he wanted to avoid any confusion and as Attorney Beauregard to weigh in on that question.

No major trends in the personnel budget, a little high on overtime for the month but nothing to worry about.

### **Review and Vote on Fire Chief Performance Evaluation Process**

KT- printed out the blank forms from last year. One was the 360 evaluation and the other the fill in form. KT also included the strong chief statute as it pertains to performance. KT also handed out the original position description for the Chief and finally the contract for the Chief. KT wanted to discuss the process and in all fairness to the Chief he wanted it to tie into what he was hired to do and also be conscious of the strong Chief duties because that is what the district passed, as well as his actual duties. KT thought the 360 would be good to do so we can see how the rating may have changed over the year.

GS- confirmed that the performance evaluation not including the 360 evaluation should tie back to 3 documents, the job description, the Chief's contract and the strong Chief Statue. KT confirmed that and made sure that all board members understood.

KT- stressed how important it is that there are comments included that adds support to the rating given regardless of whether it was a good or bad rating. The comments should identify the rating. KT suggested that we review and comeback in the December meeting to share any thoughts or questions.

GS- asked when we should start the 360 portion of the process. It was agreed that the 360 portion could start before the next meeting. Chief agreed that all firefighters should receive the form. He did say that he wasn't crazy about the 360 portion of the process because it was anonymously and without seriousness. The board agreed that the 360 was more for the Chief so he could see how his staff thought they were being managed versus being used to justify performance ratings.

- GS- Motion to adopt the Chief's performance evaluation process.
- RM-2<sup>nd</sup>
- UA

#### **New Business**

No new business

#### **Confirmation of agenda items for future meetings and next meeting date**

December 18, at 6:30

Possible meetings on January 4 at 7:30 and the 8th and 22 of January at 6:30

January devoted to budget items and clarifying the handbook implementation

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

Meeting adjourned at 7:10pm

Respectfully submitted



Greg Sheehan

Prudential Committee, Clerk