

**Fire and Rescue Planning Committee Meeting  
Minutes of October 4, 2016**

**Members present:** Co-chair Kevin Johnson, Co-chair Ben Wallace, Allan LeGrow, Jonathan Burbank, Gail Hart and Selectman Rick Daniel. Dave Mercier joined the meeting around 6:00pm.

**Others present:** Kristi Eiane, Town Administrator; Marguerite Kelly, Treasurer; and members of the public

**Call to Order**

The meeting was called order around 5:00pm.

**Fire Chief Position**

Committee members discussed whether a full- or part-time chief was needed at the outset and what role the Chief might play in responding to calls. The consensus was that the position should start as a part-time one, about 20 hours per week, with responsibility for supervising the 2 per diem people, and possibly to fill in when a shift cannot be covered. There was a discussion about whether there would be a better candidate pool if the position was full-time and how the three departments would handle a shift in management responsibility to a municipal chief. It was noted that the chief would be expected to take responsibility for fire and rescue services as well as for other matters such as compliance, training, recruitment and retention. Eventually, the position could be ramped up to full-time. In terms of compensation, a worksheet was provided showing a full-time pay range from \$50,000 to \$55,000 or part-time range from \$25,000 to \$27,500. Benefits consistent with the Town's personnel policy would apply.

**Firefighter Positions**

The Committee supported the concept of 2 people on per day for 12-hour shifts, Monday through Friday. Proposed pay rates of \$10 or \$11 per hour were deemed too low for the area's labor market, and there was consensus that \$14 or \$15 per hour would be more attractive. There was some discussion about whether a person could be both volunteer and take on shift work. The Town received advice that if someone were to become a Town employee it might create a problem for that employee to then volunteer for providing the same service. There was discussion about where the 2 per diem people would be housed. It was noted that OBI is the preferred location, and there is a ballpark estimate of \$60,000 to \$70,000 for the renovations being considered, including the creation of sleeping quarters, with an expectation that the Town may share in some of the costs. It was mentioned that if the OBI option does not work out then Harpswell Neck could accommodate the 2 per diems at no additional cost.

**Draft Report**

The Committee's mission statement calls for a progress report to be provided to the Board of Selectmen by mid-October. Components of the interim report will include a proposed budget for 2017, sample job description for fire chief and a sample ordinance. Further discussion will occur at the October 11 meeting.

**Adjournment**

The meeting adjourned by unanimous consent at 6:33pm.

Respectfully submitted,



Kristi K. Eiane, Town Administrator