

Fire and Rescue Planning Committee Minutes

Meeting of March 27, 2017, 6pm

Members present: Kevin Johnson, Co-Chair; Ben Wallace, Co-Chair; David Mercier, Gail Hart, Jonathan Burbank and Allan LeGrow

Staff present: Marguerite Kelly, Town Treasurer; Kristi Eiane, Town Administrator

The focus of this meeting was to work on refining the job description for the Fire Administrator. There was agreement on the position being full-time to include covering a minimum of two firefighter shifts per week. There was consensus on centralizing the Fire Warden position and rolling it into the Fire Administrator job description as a way to improve the level of service. It was suggested that the Selectmen have the option to name the Fire Administrator to the position of Emergency Management Agent as well. The Committee spent considerable time reviewing all of the sections of the proposed job description including requirements for education, experience, licenses, certifications, and driving record. The Committee arrived at a job description that included a skill set for managing municipal firefighters as well for performing firefighting activities, and also for coordinating on matters between the Town and the volunteer fires services to ensure availability of service across the Town.

There was a brief discussion about response protocol which the Committee agreed to come back to at a later date.

Dave Mercier was designated as the Committee's representative to serve on the interview team.

The meeting was adjourned at approximately 7:40 pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Kristi K. Eiane". The signature is written in a cursive, flowing style with a long horizontal line extending to the right.

Kristi K. Eiane, Town Administrator