

**Fire and Rescue Planning Committee Meeting  
Minutes of December 20, 2016**

**Members present:** Selectman Kevin Johnson, Co-Chair; Jonathan Burbank, Gail Hart, Allan LeGrow, David Mercier and Selectman Rick Daniel

**Staff present:** Kristi Eiane, Town Administrator; Marguerite Kelly, Town Treasurer; and Amy Tchao, Town Attorney

**Call to order**

The meeting was called to order at approximately 6:00pm.

**Update from Town Attorney**

The Town Attorney has been reviewing the model the Committee has proposed, as well as how Maine law applies to fire protection services, municipal departments and chiefs. She has been considering what could work in Harpswell from a legal standpoint and is aware that the three volunteer departments do not want to change their structures and missions significantly. She explained that the employment of 2 fire-fighter positions, to be paid for by the Town, could be put in place to assist the volunteer departments. With regard to chain of command, the 2 positions would fall under the Town's administration except for when they respond to fire calls, at which time they would be under the jurisdiction of the fire chief in that particular zone. The three separate volunteer organizations could continue to function under the direction of their volunteer chiefs. With regard to the 2 positions, the Town would be responsible for training and progressive discipline, with input from the volunteer fire chief. The Town would not have to employ a municipal chief under this scenario, but could consider a position such as a Fire Administrator to take responsibility for training requirements, scheduling, discipline, etc. It was noted that the Town of Kennebunkport has a full-time Fire Administrator position as well as a part-time Fire Chief.

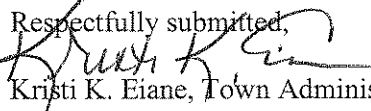
The Town Attorney recommends having an ordinance that lays out the framework of this model, including possible provisions regarding the relationship between the Town and the volunteer organizations as well as the duties of the Town's fire fighters. There was discussion about the need for developing clear operating procedures regarding who is in charge, the use of equipment and vehicles, etc.—although detailed procedural matters would not have to be contained in the ordinance.

The Committee seemed very supportive of moving forward with this concept/model and that it would be well-received by the departments.

**Adjournment**

The meeting adjourned by unanimous consent at 6:53pm.

Respectfully submitted,

  
Kristi K. Eiane, Town Administrator