

## **Fire and Rescue Planning Committee Meeting Minutes of October 11, 2016**

**Members present:** Kevin Johnson, Co-chair; Ben Wallace, Co-chair; Jonathan Burbank, Gail Hart, Allan LeGrow and Selectman Rick Daniel

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

### **Call to Order**

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

### **Advice from Town Attorney**

The attorney is still assessing how the Committee's concept can be implemented, particularly with regard to having a Municipal Chief with over-arching authority over three volunteer associations. Having Deputy Chiefs, in each organization, who report to the Municipal Chief may be a possibility, however, the volunteer organizations may have to make certain changes, such as to governance and command structures, for this to be workable. Committee members wondered if some issues could be handled by changing their contractual agreements with the Town. More research to be conducted. When it comes to a volunteer filling a municipal shift, the Town has been advised that the volunteer will likely have to be considered an employee for all future responses even those occurring outside the shift, such as on a weekend.

### **Progress Report for Selectmen**

**Draft Ordinance:** The Committee discussed using the Town of Bowdoin's sample Fire Department Ordinance as a model. The purpose of the ordinance is to establish a Municipal Fire Department, and to define the powers and duties of the chief and members of the Department. An additional purpose is to provide the maximum legal protection available to the Fire Chief and municipal firefighters, and to best protect the health, safety and welfare of the residents. In discussing the term of appointment of the Fire Chief, the Committee agreed that it should be an indefinite period of time and that reports should be submitted not necessarily on a monthly basis, but as deemed necessary by the Board of Selectmen. There was some discussion about naming a Deputy or Assistant Fire Chief who would not be compensated.

**Draft Job Description:** The Town of Yarmouth's job description was used as a model for developing a draft job description for Harpswell's Fire Chief position. The Committee agreed to add responsibilities for emergency management, and oversight of the paramedic contract and fire permit system. It was noted that the Harpswell job description should include mention of working with the volunteer fire associations on recruitment and retainage effort. The minimum requirements of the job were suggested to be completion of Firefighter I and II courses and at least three years of experience in a supervisory position. A college degree was not required. The Committee agreed that the job description would evolve over time.

### **Draft Budget:**

- \$25,000 to \$27,500 for part-time Fire and Rescue Chief (full year's salary which in the first year would not be fully expended)
- \$87,360 for 2 FTE firefighters to cover 12 hours a day, Monday through Friday
- \$10,000 for equipment, misc.
- Approximately \$18,200 for benefits including payroll taxes (1/2 year was budgeted)
- \$150,000 for design and planning services related to a new central fire station

Committee member LeGrow agreed to draft the narrative of the progress report (based largely on the September 12 presentation), which would be accompanied by various attachments including draft ordinance, job description and budget—all to be provided to the Selectmen for their October 13 meeting. A member of the Committee will attend to present the interim report.


### **Orr's Island Renovation**

It was noted that final figures for the renovation project at the OBI station have not been finalized but are estimated to be in the range of \$60,000 to \$70,000. When OBI submits its 2017 funding request, it will include the amount it is asking the Town to pay for a share in the renovation project. OBI appears willing to undertake renovations with the knowledge that the Town's contribution will not be decided until the Town Meeting in March.

### **Adjournment**

The meeting adjourned by unanimous consent at approximately 7:30pm.

Respectfully submitted,

  
Kristi K. Eiane, Town Administrator