



TO: Board of Selectmen
CC: Treasurer
FR: David Norton, Fire Chief
DT: July 3, 2017
RE: Sick Leave

I will be taking medical leave effective June 12, 2017 – September 29, 2017. (see attached work sheet)

Deputy Fire Chief Tim Carroll and Assistant Fire Chief Robert Coutinho are covering fire alarms and emergency responses. They will be organizing an on-call schedule between themselves, and potentially two other qualified F/Fs, for July, August & September.

The Deputy Chief and Assistant Chief will be submitting for their mileage on town business. However, they will also be submitting a plan for the compensation of department personnel responding to alarm calls for FY2018.

F/F Martina Mastromonaco was trained by the state to conduct smoke detector/fire alarm inspections, and she will be doing these in my absence.

Deputy Chief Carroll is inspecting pool hydrants and other issues as they occur, in consultation with me.

We are working on designating an Oil Burner Inspector, but do not expect many requests for this service during the summer.

F/F Christina Colarusso will be performing some administrative assistant functions for the department through September. This will include the notification of homeowners of false alarms. There were 23 false alarms in June 2017. You will receive a statistical report and analysis from the Deputy and Assistant Chiefs with their proposal.

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RE: Plan for leave

HISTORY

Eligible for benefits on January 23, 2007.
 Medical transport from Cross Road Fire Station June 11, 2017.
 Vacation FY2016 (Prior Year) 15 work days.
 Sick Leave – maximum 60 work days.

PLAN

June 12, 13, 14, 15, & 16	5 PY Vacation days	
June 19, 20, 21, 22, & 23	5 PY Vacation days	
June 26, 27, 28, 29, & 30	5 PY Vacation days	
July 3	1 Sick day	1
July 4	HOLIDAY	
July 5, 6, & 7	3 Sick days	4
July 10, 11, 12, 13, & 14	5 Sick days	9
July 17, 18, 19, 20, & 21	5 Sick days	14
July 24, 25, 26, 27, & 28	5 Sick days	19
July 31	1 Sick day	20
August 1	1 Sick Day Earned	
August 1, 2, 3, & 4	4 Sick days	24
August 7, 8, 9, 10, & 11	5 Sick days	29
August 14, 15, 16, 17, & 18	5 Sick days	34
August 21, 22, 23, 24, & 25	5 Sick days	39
August 28, 29, 30, & 31	4 Sick days	43
September 1	1 Sick Day Earned	
September 1	1 Sick day	44
September 4	HOLIDAY	
September 5, 6, 7, & 8	4 Sick days	48
September 11, 12, 13, 14, & 15	5 Sick days	53
September 18, 19, 20, 21, & 22	5 sick days	58
September 25, 26, 27, & 28	4 Sick days	62
September 29	1 Personal Day	
October 2, 2017	Return to work or take FY2017 Vacation leave or other options	

BALANCES (October 1)

Vacation FY2017	20 days
Vacation FY2018 <i>accruals</i>	3 months x 1.67 days = 5.01
Personal Days	1 day
Sick Leave	1 day