

**TOWN OF DUXBURY, MASSACHUSETTS
PERSONNEL BOARD MINUTES**

December 18th, 2013

Old Town Hall
7:00 p.m.

Present:

Wayne Heward, Chairperson

Karen Butcher
Stephen Shay
Anita Stiles

Jeannie Horne, Ex Officio
Marianne Gonsalves, Ex
Officio

Absent

Liz Hartford

Guest Speakers

Brian Cherry – Facilities
Director
Kevin Nord – Fire Chief
Rene' Read – Town Manager

The meeting was called to order at 7:08 pm.

Brian Cherry, Facilities Director, presented an overview of his proposed HVACR (Heating, Ventilation, Air Conditioning & Refrigeration) Technical position. Brian explained how the town and schools currently maintain the buildings, stating that all preventive maintenance is conducted by contracted vendors. On the town side, specifically this includes 7 service contracts in the amount of 34,888 thousand per year. He stated that having a full time staff person to do preventive maintenance would be a more effective use of resources. Brian reviewed how the new process would work; work orders would be submitted, reviewed by the Facilities Director and Special Projects/Energy Manager and then assigned to the HVACR Technician or one of the maintenance staff. Brian emphasized that the HVAC Specialist would be essential to insure quality maintenance and cost savings for every town and school building. Brian reviewed the qualifications and salary. Anita Stiles inquired about funding that the town could obtain to cover some of the cost of this position. Brian stated that MIIA provides the town credit for roof inspections and various other requirements established in the MIIA Rewards program. Brian presented the Board of Selectmen with information in support of adding this position on December 12th, 2013. If approved, the position will be filled on or about July 1st, 2014. Brian provided the board with a HVACR Preventive Maintenance Service Agreement cost analysis handout. Wayne Heward asked what this HVAC Technician would do if not busy. Brian stated that he doesn't anticipate a lot of down time for this position. Currently there are 15-20 work orders per day at the school level, but if any down time occurred, this person would be painting or conducting other maintenance tasks not directly related to HVACR. Wayne asked if Brian foresees the HVACR person's time taken up by the schools and not having enough time for the town. Brian explained that the town and school work orders would be combined and prioritized. Wayne commented that he supports the combined town and school shared responsibility concept of the plan.

Kevin Nord, Duxbury Fire Chief presented an overview of his proposed Regional Public Safety Communications Manager position. A Public Safety handout was distributed. Chief Nord explained how the Emergency Medical Dispatch unit became part of the Duxbury Fire Department. This proposed non union position is the result of the Police and Fire Chief's combined quality and mission examination relative to the Public Safety Dispatch function. As a result, the dispatch function relocated to the new Fire Station and greater expectations, technology and expertise have resulted. The new Emergency Medical Dispatch (EMD) requirements include two Public Safety Dispatchers on duty 24/7 and have added still greater expectations in terms of the overall work product. The required EMD technology and training costs are covered by the State 911 Commission. These funds are provided via the 911 tax assessed on cell phone bills and will help Duxbury provide 911 service from text messages and pinged locations in the future. While Duxbury has significant annual call volume; 15,000 for police and 2,300 for fire and medical. The current volume does not always support the increased capacity of the newly required staffing model. As such, regional dispatching agreements with surrounding communities have been explored. Plympton will be the first community to join the Duxbury Regional Emergency Communication Center (DRECC) effective 1/28/14. The Regional Public Safety Communications Manager will be instrumental in our ability to attract other towns going forward. It may not be necessary for another year and its funding will most likely come from the same 911 Commission funds. Currently the Fire Department's Administrative Captain is managing the day to day operations of DRECC. However, this effort takes this employee away from his primary responsibilities, which include fire prevention, emergency management and code enforcement. It is expected that EMD and the related dispatching efforts will become increasingly important relative to national health care changes and overall public safety efforts and possible efficiencies. Steve Shay asked when the Chief anticipated being at full capacity and thus needing this position to be filled. Chief responded that currently he doesn't need this position, but wanted to be proactive, promote and get approval, so when Duxbury does secure the additional towns, we are ready to fill. Anita Stiles stated that presented in this light, the position proposal is very attractive. Karen Butcher asked if this position will be presented at Town Meeting. Jeannie Horne stated that it will be

part of the Personnel Plan additional positions request and will be also presented to FinComm. Steve Shay inquired about billing for services was contracted out and Chief Nord confirmed that it is currently.

November 18th, 2013 meeting minutes were distributed and reviewed. Chairperson, Wayne Heward made a motion to accept the November 18th, 2013 meeting minutes. Karen Butcher seconded the motion. November 18th, 2013 meeting minutes were accepted 4:0.

Wayne Heward made a motion to move all other agenda items to the January 13th, 2014 meeting. All were in favor, 4:0.

Meeting adjourned at 8:25pm

Documents reviewed:

1. Personnel Board Meeting Agenda dated December 18th, 2013
2. Personnel Board Meeting Minutes dated November 18th, 2013
3. HVAC PM Service Agreement Cost/Year
4. Public Safety Document

Next meeting is scheduled for 01.13.14

Marianne Gonsalves - Human Resources Administrative Assistant

Submitted: 01.13.14

Approved: 02.10.14