

STAFFING COMMITTEE
BOARD OF SELECTMEN
APPROPRIATIONS COMMITTEE
FINANCIAL PLANNING COMMITTEE

JOINT MEETING MINUTES – November 5, 2015

Northborough Free Library, 34 Main Street, Northborough, MA

BOARD AND COMMITTEE MEMBERS PRESENT

Staffing Committee

Dawn Rand, Elaine Kelly, Susan LaDue, William Pantazis, John Coderre and Kimberly Foster

Board of Selectmen

Jeff Amberson, Leslie Rutan, William Pantazis, Dawn Rand and Jason Perreault

Appropriations Committee

Elaine Kelly and Anthony Poteete

Financial Planning Committee

David DeVries

Others

Town Administrator John Coderre, Assistant Town Administrator Kimberly Foster, Interim Fire Chief Richard Harris and Executive Assistant Diane Wackell

7:00 p.m. - **JOHN CODERRE, TOWN ADMINISTRATOR**

Presentation of Fire Staffing Study Report by the Center for Public Safety Management, LLC.

Town Administrator John Coderre provided a review of the efforts of the Staffing Committee to date and introduced Thomas Wieczorek from the Center for Public Safety Management, LLC.

Mr. Wieczorek presented the Fire and Emergency Medical Services Operations, Staffing and Data Analysis Report. During the study, project staff conducted interviews with key department staff, analyzed performance data provided by the Northborough Fire Department (NFD) and also examined firsthand the department's operations during an on-site visit. The provided information was used in conjunction with the raw performance data collected to determine the existing performance of the department and to compare that performance to national benchmarks.

In terms of staffing, the study found that the NFD has already added one firefighter/paramedic position to improve coverage on one of its four squads. The study recommends adding one firefighter/paramedic to each of the remaining three squads to improve overall coverage.

FIRE STAFFING STUDY REPORT CONT. . .

Following the presentation, questions and comments were heard from members of the Staffing Committee, Board of Selectmen, Appropriations Committee, Interim Fire Chief Richard Harris and retired Fire Chief David Durgin.

ADJOURNMENT

Joint meeting adjourned at 8:10 p.m.

Respectfully submitted,

Diane M. Wackell
Executive Assistant

Documents used during meeting

1. November 5, 2015 Joint Meeting Agenda.
2. Fire and Emergency Medical Services Operations, Staffing and Data Analysis Report.