



**TOWN OF NORTHBOROUGH
63 MAIN STREET
NORTHBOROUGH, MA 01532**

STAFFING COMMITTEE

MEETING MINUTES

September 10, 2014

10:00 a.m.

Selectmen's Meeting Room
Northborough Town Offices

Members Present: Dawn Rand, Selectman
Bill Pantazis, Selectman
Elaine Kelly, Appropriations
Richard Smith, Financial Planning Committee
Susan LaDue, Personnel Board
John Coderre, Town Administrator
Kimberly Foster, Assistant Town Administrator

The meeting was called to order at 10:00 a.m.

Approval of Minutes of June 25, 2014

E. Kelly moved to approve minutes from the June 25 meeting. B. Pantazis seconded. Motion approved unanimously.

Update Regarding Public Safety Consultant

The Town Administrator distributed information regarding the police and fire consultants and their planned review. The process will begin with a data collection exercise followed by onsite visits and staff interviews. The key to the process is obtaining the required data and getting agreement on its accuracy before proceeding with the operational reviews.

The Committee reviewed a draft set of questions for both the fire and police consultants that covered areas the Committee hopes to gain insight into regarding the respective operations. The questions included key topics such as: the definition of data and "incidents" and the proper categorization of reported incidents; identification of appropriate workload measures for tracking; definition of "acceptable risk"; the impact of recent development on service demands; information regarding overtime usage and drivers; reliance on mutual aid; shift configuration alternatives; and organizational structure.

The Town Administrator indicated that the duration of the review will largely be driven by the information and data collection process. It is common for the data collection to take months, depending upon how well it converts from the computer-aided dispatch system. The consultants will not proceed with their report until both Chiefs agree on the data compilation first, since all the report's conclusions and recommendations will be based upon the data analysis.

Next Meeting Date

Given the holidays and vacation schedules in both departments it is anticipated that the Committee will not need to meet for several months while the data collection process and site visits proceed.

Adjournment

E. Kelly moved to adjourn; seconded by S. Ladue. Meeting adjourned at 11:15 a.m.

Respectfully submitted,

Kimberly Foster
Assistant Town Administrator

Documents used during meeting:

1. March 13, 2015 Agenda
2. September 9, 2014 Meeting Minutes
3. Draft Police and Fire Questions
4. Curriculum Vitae – James E. McCabe, Senior Associate, Center for Public Safety Management (CPSM)
5. CPSM - Police Department Study - Document Request List
6. CPSM Fire Operational Analysis Itinerary
7. CPSM – Fire Department Study – Document Request List
8. Fire Department Services Report – August 28, 2014