

FIRE & EMS ADVISORY COMMITTEE REGULAR MEETING AGENDA

Date: 6/11/2014

Time: 7 PM to 9 PM

Location: Fire Station, 2nd Floor Training Rm 20 Church Street, Upton, MA

1.0 ROLL CALL OF COMMITTEE MEMBERS

Name	Position	Attendance	
Aaron Goodale	Chief	Present	Absent
D. Lazarz	Paid Call Fire Representative	Present	Absent
K. Stoopack	Paid Call EMS Representative	Present	Absent
Shaun Marchand	Career Fire/EMS Representative	Present	Absent
Jerry Owczarzak	Citizen Representative	Present	Absent

OTHER ATTENDEES:

2.0 REVIEW OF MEETING MINUTES

MOTION TO ACCEPT/MOTION TO MODIFY

RECEIVED

By Kelly A McElreath at 6:30 pm, Jun 09, 2014

3.0 DEPARTMENT CANDIDATE INTERVIEWS:

3.1 Conduct first draft redline review of interview questions and interview resource materials.

3.2 Identify and review proposed framework/process interview/assessment center for new FF/Paramedics.

4.0 REVIEW CURRENT COMMITTEE PROJECTS/ACTION ITEMS:

4.1 Conduct final redline review & comments Compensation Study Report.

4.2 Review implementation on Compensation Program Changes – member/staff communications.

4.3 Review implementation of ALS Service Delivery Program.

4.4 Review and develop objectives/goals for the changes needed in 2014 to fully implement Department Training Program Revisions needed to support/leverage the Company Model – Department Training, Company Training, Driver Training and license/certification maintenance.

5.0 REVIEW POLICIES, PROCEDURES, JOB DESCRIPTIONS:

5.1 Review Personnel Board approved FF/Paramedic Job Description.

5.2 Conduct initial review and comments to first draft of new Compensation & Participation Administrative Procedure.

5.3 Develop and outline framework for needed Iamresponding (IaR) and Image Trend Administrative Procedures to support operations and monthly reporting of participation.

6.0 **REPORT FROM STANDING SUB-COMMITTEE(S):**

- RECRUITMENT & RETENTION

- 6.1 Review first draft of Sub-Committee Charge Sheet

- TRAINING

- 6.2 Discuss and develop objectives for a Sub-Committee Charge Sheet

- SERVICE PLAN/STRATEGIC PLANNING

- 6.3 Review first draft of Sub-Committee Charge Sheet

- PROFESSIONAL DEVELOPMENT

- 6.4 Review first draft of Sub-Committee Charge Sheet

7.0 **CHIEF'S REPORT:**

- QUINT/TOWER 36 SUMMARY/TIMELINE

- SUMMARY OF MONTHLY FIRE & EMS SERVICE DELIVERY

- SUMMARY OF MONTHLY STAFF PARTICIPATION