

Upton Fire & EMS Advisory Committee Meeting Minutes

Meeting Date: May 15, 2012

Time: 18:30 Hours

Location: Fire & EMS Headquarters, 2nd Floor Training Room

Roll Call

A. Goodale (AG) – Present

N. Hamed (NH) – Absent

D. Lazarz (DL) – Present

S. Marchand (SM) - Present

Meeting called to order 18:55 Hours

1. Committee review of the regular session and executive session meeting minutes for April 2012 meeting. One spelling correction for the regular session minutes was identified and accepted. Discussion on release of executive session minutes was discussed and accepted by all present to be acceptable without restriction. Motion to accept by AG seconded by DL and motion carried unanimously.

New Business

2. Committee discussion regarding the scope and schedule for Compensation Study project. AG provided input needed to ensure study effort is comprehensive, thorough and addresses the personnel and budget needs of the Department. Brief list of discussion points and key items this study needs to address:
 - Comprehensive review by Advisory Committee members that looks at all Department staff.
 - Study should survey other Towns as a benchmark excersize
 - Study should include an internal self-assessment to outline and explain current compensation practices and how they evolved and to measure the changes in participation of Departmental Staff.
 - Study should include a staff survey and meeting or worksession
 - Study should recognize Career members contract provisions and EMS subcommittee findings/recommendations.
 - Study should have include hands-on participation and input from the Town Manager and a BOS liason as necessary.

Old Business

3. General committee discussion on the April update and progress of the EMS Subcommittee. Presentation of the self-assessment findings was very thorough and comprehensive. The sub-committee is to be commended for the excellent work completed to date. Sub-committee is working to complete external survey/site

visits of external Fire Department operations and is looking to complete this soon. Committee discussion and agreement for Advisory Committee Members to reach out to sub-committee members and offer to support and facilitate final round of external surveys. AG also commented tentative dates for a community stakeholder presentation to the Men's Club have been identified.

AG and SM will be available to schedule and facilitate a Wednesday or Thursday work session with Chairman Goodwin and sub-committee member Michelle Goodwin to work on closing gaps on internal Upton EMS data identified in the powerpoint presentation. DL to communicate via telephone and email a proposed schedule to complete all sub-committee tasks and develop a framework for how Advisory Committee can assist in final report development.

4. Committee discussion on Senior staff designation input request. Based on discussion to date the committee supports the development of this designation to better define staff seniority and to unify this with the Career Staff contract provisions. Committee discussed the need to provide definition or clarifications via administrative procedures as the primary method of defining staff designations. Updated and revised Job Descriptions should be a secondary method of documenting this designation. General consensus that a Senior Designation should be developed for the various Fire & EMS staff members. DL to put together a sheet outlining the various discussion points and the final committee's recommendations for action at the next meeting.

Chief's Report

5. AG provided a brief update on the Foam Training follow-up. G&U has expressed interest in procuring a Foam Module trailer to provide additional resources for emergency response training. All articles put forward at Annual Town Meeting were successful. Asst. Chief Marchand will head up a Tanker Committee and asked that Committee members seek and encourage personnel to support this effort. Chief also provided a brief discussion asked for committee to support 3rd water source since it will support expansion of water services which will benefit the Fire Protection water supplies for the Town. New Ambulance should be ready for delivery end of May or sometime in early June. The Chief also expressed a need to start recruiting paid-call personnel specifically for Fire since the Department has openings and we are losing a very active member in Paul Rabs who is moving to Maine at the end of the month.

Motion made to adjourn by SM seconded by DL. No further discussion and committee meeting closed.

Adjourn – 20:35 Hours

Submitted by: D.Lazarz