

Upton Fire & EMS Advisory Committee Meeting Minutes

Meeting Date: November 28, 2012

Time: 19:00 Hours

Location: Fire & EMS Headquarters, 1st Floor EOC

Roll Call

A. Goodale (AG) – Present

N. Hamed (NH) – Absent

D. Lazarz (DL) – Present

S. Marchand (SM) - Present

Meeting called to order 19:00 Hours

1. Motion to pass over review of meeting minutes made by DL seconded by SM. Motion was discussed and accepted by all present to be acceptable and motion carried unanimously. Committee has several outstanding meeting minutes that need to be completed and closed-out.

New Business

2. AG started discussion on EMS master plan report by proposing tabling completion of this task until completion of the Compensation Study. Committee discussion on the two project tasks and priorities. The committee arrived at general consensus that the Compensation Study effort should be completed before the efforts to resume the EMS master plan are re-started. AG made a motion to table the EMS Master Plan project until Compensation Study Project is completed. Motion seconded by SM and motion carried unanimously.
3. Committee discussion regarding the scope and schedule for Compensation Study project. DL provided an estimate that committee is 10% complete with the project tasks identified on the Project Sheet. Committee discussion about use of open work sessions as the most effective method to advancing the progress of the project work. The month of December will be difficult but committee agreed to use first few months of the new year and this work session method to focus exclusively on work sessions to advance the project work. DL will schedule work sessions starting around the new year. Work session will be posted with TM and put on ERRS system to keep Department staff informed and aware of the sessions. AG will work on getting external survey questions out and returned so the benchmarking task can be advanced.

Old Business

4. The committee discussed tabling the Service and strategic plan items and the Comp Study internal survey questions for the work sessions. After general

discussion on the topic AG made a motion to table specific work on these items to allow committee to focus exclusively on the Compensation Study tasks. Motion seconded by SM and motion carried unanimously.

Chief's Report

5. AG provided a brief update on Department activities in the past month. Will provide a formal Chief's Report at the next meeting.

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

Adjourn – 20:15 Hours

Submitted by: D.Lazarz