

## Upton Fire & EMS Advisory Committee Meeting Minutes

Meeting Date: February 28, 2013

Time: 19:00 Hours

Location: Fire & EMS Headquarters, 1<sup>st</sup> Floor EOC

### Roll Call

A. Goodale (AG) – Present

N. Hamed (NH) – Absent

D. Lazarz (DL) – Present

S. Marchand (SM) – Absent

J. Owczarzak (JO) - Present

### Meeting called to order 17:40 Hours

1. November 2012 meeting minutes made distributed for review and approval. Motion to accept meeting minutes as presented by AG seconded by DL. Meeting minutes accepted by majority vote.
2. Meeting agenda revised to cover old business prior to candidates interviews in new business due to scheduling.

### Old Business

1. DL identified two items of discussion to be understood and addressed from member input in work sessions. The impact of ImageTrend on EMS staff and staff feedback on the Department interview, hiring and probation process were recurring points of discussion in several work sessions.
2. General committee and staff discussion on ImageTrend for EMS run reports has substantially increased EMT staff time and effort for electronic documentation. This is an item for the Fire Chief and EMS Officers to address but is a real issue because it has substantially increased EMS staff time and aggravation due to the learning curve and difficulties in completing what seems should be a more simple 15 to 30 minute process.
3. Department interview, hiring and probation process has been slow and communication and follow thru of staff member timeline and expectations to become an active member need to be improved. General consensus from staff attending work sessions was that bringing on staff twice a year and increasing Officer and Training Group time and efforts to progress and advance new staff more quickly should be a high priority. Both of these items are more directly impacted by Fire Department staff making the on-boarding and probation processes more streamlined. Improvement in the probation and preceptor process needs to be addressed by the Chief, Training Group and Fire & EMS Officers NOT the Advisory Committee.
4. Progress on Compensation Study Survey questions discussed. First draft of questions completed in last work session (2/28/12). Questions to be finalized in

work session this coming Sunday. Committee discussion and close review necessary to ensure survey questions do not prompt questions that cannot be addressed via the compensation Options developed can be sustained within the financial constraints of the proposed Department budget.

5. DL provided an estimate that committee is approximately 60% complete with the project tasks identified on the Project Sheet. Committee discussion about use of several more open work sessions are the most effective method to advancing the progress of the project work. Two sessions will be conducted in the next two weeks to get survey questions, presentations and options developed to formally survey and present to staff.

#### New Business

6. The committee interviewed two applicants: Joe Bergstrom and Matthew Gordon. After interviews and committee discussions the committee voted to recommend both candidates to move forward with the Chief and Town Manager for reference checks, background investigation and physicals. Motion to recommend by JO seconded by DL and motion carried unanimously.

#### Chief's Report

7. AG provided a brief update on Department activities in the past month. AG also provided a summary of the FY2014 Fire & EMS Budget and budget articles for this year's Annual Town Meeting that will be held on May 9, 2013. Budget summary includes:
  - Overtime budget line has been requested for the career staff.
  - Paid call wages for Fire and EMS requested remains the same as the amount as this past fiscal year.
  - A line of \$4000 has been added for the newly formed Fire & EMS Training Group to support funding external training classes, outside instructors and other group initiatives for this coming fiscal year.
  - A line of \$1500 has been added for Training Operations to fund items such as the Fire Training Trailer Simulator and other items to support training courses and classes.
  - Increases for fuel and paramedic expenses have also been added based on the operating experience of the past two fiscal years.
  - Three articles for funding have been included for the warrant: Car 1 Replacement; Repair and seal coat of the Station driveway and parking lot; and a replacement access control system for the station.

AG will provide a formal Chief's Report at the next meeting.

Motion made to adjourn by JO seconded by AG. No further discussion and committee meeting closed.

Adjourn – 19:30 Hours

Submitted by: D.Lazarz