

Personnel Board Meeting  
Wayland Town Building – Selectmen’s Office  
Meeting Minutes  
May 29, 2012 7:00 pm

Members Present: N. McCarthy (NM), J. Evans (JE), P. Schneider (PS)

Also in attendance: J. Senchyshyn (JS)

Public Comment:

None

Review May 7, 2012 Meeting Minutes:

The minutes were amended as follows:

... Department, ~~which seemed bizarre.~~ ...

PS moved to approve the minutes of the meeting as amended. JE seconded the motion. Three members having voted in the affirmative, the motion passed.

Review of May 7, 2012 Executive Session Meeting Minutes:

JE moved to approve the minutes of the meeting. PS seconded the motion. Three members having voted in the affirmative, the motion passed.

M. Peabody (MP) joined the meeting at 7:15 pm.

Per Diem Paramedic Supervisor

Fire Chief Smith (VS) joined the meeting. He began by reviewing the Per Diem Paramedic program and its role in the transition to a full-time Advanced Life Support (ALS) service. As the transition from a Basic Life Support (BLS) service continues over the next few years, VS seeks to utilize a Per Diem Paramedic as a medical supervisor on transports and as a mentor for newly certified Firefighter/Paramedics and Firefighters in Paramedic school. When serving in this role, Per Diems will lose their intubation credits for service time. As a means of compensating them for their loss of credit, VS would like to institute additional compensation. JS stated that the amount proposed is \$1.90 per hour when serving in the stated role; he had confirmed with the Finance Director that the amount could be paid in MUNIS only for hours designated by the Fire Chief. VS noted that when he plans to use a supervisor Per Diem, he will only schedule one part time employee instead of two. Not all Per Diems will be used in this role. Board members asked VS various ALS/BLS related questions.

PS moved to approve a \$1.90 per hour stipend for Per Diem Paramedics assigned medical supervisory duties. JE seconded the motion. Four members having voted in the affirmative, the motion passed.

#### Review of Firefighter Job Descriptions

JS invited VS to join the Board for a review of the Firefighter job descriptions. NM noted that the under the Knowledge, Skills and Abilities section, the first common item of basic fire knowledge was not carried through to all job descriptions. JS stated that it should have been. NM also noted that the item referencing knowledge of geographic location was not consistent. JS stated that it would be corrected. JE questioned the “policy” direction wording in the supervision section on the Inspector, Alarm Specialist and Mechanic. After further discussion with JS and VS, it was decided that the wording was appropriate. Members noted that “EMT” was no longer contained in the titles. JS responded that EMT basic certification was a job requirement in all positions and not needed in titles any longer.

MP moved to approve the job descriptions for Firefighter, Firefighter/Paramedic, Firefighter/Alarm Specialist, Firefighter/Fire Inspector, Firefighter/Mechanic, Fire Lieutenant, Fire Captain and Deputy Chief with the amended Knowledge, Skills and Abilities sections. PS seconded the Motion. Four members having voted in the affirmative, the motion passed.

#### Executive Session:

NM declared that the Board should move into executive session to discuss negotiations with SEIU regarding a pending MOA as a discussion in an open meeting may have a detrimental effect on the Board’s position.

PS made a motion to move into Executive Session under M.G.L. c. 30a, Sec. 21 for the purpose of collective bargaining negotiations with SEIU regarding a pending MOA as a discussion in an open meeting may have a detrimental effect on the Board’s position. JE seconded the motion.

NM took a roll call vote:

Member Schneider	Aye
Member Evans	Aye
Vice-Chair Peabody	Aye
Chair McCarthy	Aye

The Board members having voted 4-0 to move into Executive Session, the motion carried. NM announced that the Board would be going into Executive Session for approximately 15 minutes for the stated purpose. The Board would be returning to Open Session. Fire Chief Smith was invited to join the Executive Session.

The Board entered Executive Session at 8:10 pm.

The Board returned to Open Session at 8:20 pm.

SEIU MOA – Emergency Medical Dispatch (EMD)

PS moved to approve the MOA with SEIU regarding the mandated implementation of EMD. MP seconded the motion. Four members having voted in the affirmative, the motion passed.

Job Description – Joint Communications Dispatcher

PS moved to approve the job description for the Joint Communications Dispatcher. MP seconded the motion. Four members having voted in the affirmative, the motion passed.

AFSCME Job Description Review

Members reviewed each AFSCME job description included in the wage study, asked questions and discussed minor changes to several job descriptions. (Changes are identified on the job descriptions.) Following are the action taken:

PS moved to approve the job description for the Assessing Director as amended. MP seconded the motion. Four members having voted in the affirmative, the motion passed.

MP moved to approve the job description for the Assistant Youth Director as amended. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

MP moved to approve the job description for the Building Commissioner. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

PS moved to approve the job description for the Conservation Administrator as amended. JE seconded the motion. Four members having voted in the affirmative, the motion passed.

JE moved to approve the job description for the Council on Aging Director as amended. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

PS moved to approve the job description for the GIS Coordinator. JE seconded the motion. Four members having voted in the affirmative, the motion passed.

PS moved to approve the job description for the Information Technology Manager as amended. MP seconded the motion. Four members having voted in the affirmative, the motion passed.

MP moved to approve the job description for the Local Building Inspector as amended. JE seconded the motion. Four members having voted in the affirmative, the motion passed.

PS moved to approve the job description for the Public Health Director as amended. JE seconded the motion. Four members having voted in the affirmative, the motion passed.

PS moved to approve the job description for the Public Health Nurse/School Nurse Leader as amended. JE seconded the motion. Four members having voted in the affirmative, the motion passed.

PS moved to approve the job description for the Recreation Program Administrator. JE seconded the motion. Four members having voted in the affirmative, the motion passed.

PS moved to approve the job description for the Sanitarian Health/Agent as amended. JE seconded the motion. Four members having voted in the affirmative, the motion passed.

MP moved to approve the job description for the Town Planner as amended. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

MP moved to approve the job description for the Town Surveyor. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

MP moved to approve the job description for the Treasurer/Collector. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

PS moved to approve the job description for the Youth and Family Services Director as amended. MP seconded the motion. Four members having voted in the affirmative, the motion passed.

Topics not Anticipated 48 Hours in Advance of the Agenda

None

Next Meeting:

The Board scheduled its next regular meeting for 7/9/12 at 7:00 pm.

MP moved to adjourn the meeting. PS seconded the motion. Four members having voted in the affirmative, the motion passed. The Board adjourned at 9:50 pm.

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John Senchyshyn  
ATA/HRD