

**Fire Chief Study Committee
Minutes 12/1/2021
Virtual Zoom Meeting**

Members Present: Jim Walton, Kristen Burgess, Walter Tibbetss, April Stein(recording secretary).

Others Present: Becky Torres, TA, Tim Logan

Meeting began at 10 am

No minutes from 11/24/2021 meeting. April Stein will transcribe and create minutes

1. Committee voted unanimously to change the name from the “Future Fire Department Study Committee” to the “Fire Chief Study Committee.”
2. Goals/purpose for the committee as the town anticipates the retirement of current fire chief:
 - Full time Chief; Part time Chief with Part time Deputy or something different
 - Look at what works currently
 - Opportunity to relook at roles/responsibilities and potentially bring more value to the town/save money for the town
 - Possible collaboration with another town
 - More efficient ways of managing the Fire Department
3. Review of Current Fire Chief Job Description;
 - “Position Summary”
 - Forrest Warden has generally not taken significant time for the chief
 - Emergency Management Director added when position changed from 35 hours/week to 40 hours/week
 - Walter states this does not have to be done by the Fire Chief
 - “Administrative”
 - Memo of Understanding (MOU) managed by chief
 - A list of all MOUs chief is responsible for is needed
 - Documentation of Required Trainings
 - Records are currently kept for CPR/1st Responder requirements and use of Narcan and Epinephrin
 - Discussed creating a list of grants, professional organizations/ meetings for next chief
 - “Activities/Operations”
 - Need a more efficient way to write this section of the job description possibly using bullet points to organize.
 - Will complete review of job description at next meeting (12/8/21)
4. Discussed the need for knowledge transfer from Walter to the next chief
 - Potentially create time for new chief to overlap with Walter

Adjourned at 11:05 am

Next Meeting 12/8/21 @10 am (Virtual Zoom Meeting)

