

**Fire Chief Study Committee**  
**Minutes 12/8/21**  
**10 AM**  
**Zoom Virtual Meeting**

Present: Kristen Burgess, April Stein, Jim Walton, Walter Tibbetts, Elaine Puleo  
Others Present: Becky Torres (TA), Tim Logan

1. Reviewed Agenda
2. Accepted Minutes from 12/1/21 as amended
3. Discussion of Fire Chief's Job Description
  - Emergency Management Director
  - Added to job description when position became full time (from 35 hours/week)
  - Comprehensive Emergency Management Plan is currently complete so focus is on maintaining the current plan.
  - Training exercises for Municipal Employees has not yet happened though a table top exercise through FRCOG was done in December of 2019.  
FRCOG could be a further resource for trainings/exercises
  - Generally the time commitment needed by the chief is fluid
  - Monitoring Dam has not taken a lot of time, though current chief's ability to scuba dive has been used when there have been blockages at the outtake valve
  - E911 Coordinator does not require maintaining the data base, but monitoring of the data base is still needed
  - Walter states duties in the job description remain accurate
  - Incidentals include general cleaning/low level maintenance remain a part of the job (as is true for other departments in town)
4. Monthly Statistic Sheets
  - Elaine will consolidate to look at hours for : Medical Fire Other
  - Will give a sense of what % of time is spent doing what function
5. For next Meeting:
  - Discuss Excel Sheet on Monthly Stats
  - Compare Salaries of Chiefs in other towns
  - Are we looking at keeping the Chief full time, Part Time, Part Time with Assistant Chief? What are the other trends in neighboring towns
  - Committee will make recommendations to the SB in January as there is urgency to begin the hiring process.

Meeting adjourned at 11:10 am