

**Personnel Board
Town of Shutesbury
November 17, 2022 (Virtual Zoom Meeting)**

Members present: Peg Ross, April Stein, Melissa Makepeace-O'Neil and George Arvanitis
Members Absent: Melody Chartier. Also present: Becky Torres (Town Administrator) Leonard Czerwonka (Fire Chief)

Meeting came to order at 6:12

1. Met with the Fire Chief
 - a. Concerned that the Fire Department is not fully staffed. He noted that retaining experienced staff is difficult. It takes time to train staff and new employees aren't staying longer than two years
 - b. We reviewed the fire fighter pay rates paid in Franklin County towns based on the FRCOG-Municipal-Wage-and-Salary-Survey-FY22:
 - i. It was determined that Shutesbury is paying competitive rates to the fire fighters
 - ii. Most towns pay the same rate for response and training
 - c. Discussed guaranteeing a minimum number of hours of pay for responses. We'll review labor law issues and calculate the added cost if we were to implement this policy
 - d. The chief appointed a deputy fire chief. We will review this job description in future meetings
2. Approved the minutes of October 20, 2022
3. Future business:
 - a. Personnel Handbook policies review and updates
 - b. Classification schedules
 - c. Creating a deputy fire chief position
 - d. Policy and procedures manual
4. Next meetings:

December 15, 2022, 6:30

Meeting adjourned at 7:15