

**Town of Shutesbury
Personnel Board Minutes
April 19, 2018**

Meeting Opened: 7:21 PM

Present: Becky Torres, Ralph Armstrong, Anna Aaron, Melissa Makepeace-O'Neil, April Stein and George Arvanitis (recording)

1. Approved the minutes from the meeting of March 29, 2018
2. Personnel Action: Approved the appointment of Fire Fighter Jonah H. Meyer
3. Reviewed the Fire Chief job description
 - a) Added responsibilities of the 911 coordinator in Position Summary
 - b) Added language regarding report responsibilities under the Administrative and Emergency Management Director
 - c) Added a reference noting that position responds to medical calls in the Activities/Operations section
 - d) Added note that position can be exposed to airborne Pathogens
 - e) Updated job description will sent to the chief for review
4. Contract negotiations for Highway Chief are complete. There are three contracts still in negotiations
5. Future business:
 - a) Complete review of Fire Chief job description
 - b) Meet with Select Board and employees reporting to Town Administrator
 - c) Update the Employee Hand Book
 - d) Review implementing a new salary and wage chart

Next Meetings:

- May 17, 2018
- June 21, 2018

Adjourned: 8:25 PM