

**Town of Shutesbury
Personnel Board Minutes
June 21, 2018**

Meeting Opened: 7:18 PM

Present: Becky Torres, Anna Aaron, April Stein and George Arvanitis (recording)

Absent: Ralph Armstrong and Melissa Makepeace-O'Neil

1. Approved the minutes from the meeting of April 29, 2018
2. Personnel Action: Approved the appointment of Fire Fighter Jonah H. Meyer
3. Reviewed suggested changes regarding supervision in the Town Administrator job description and agreed that these suggestions did not conform with the recommendations of town counsel. Therefore, no action taken.
4. Reorganized the Education, Experience and License Requirements on the Fire Chief job description. Discussed shortening the list of job duties to eliminate minor duties and focus on key responsibilities. Discussed idea of extracting Emergency Management director in to a separate job.
5. Grading of the updated Fire Chief job description
 - a) Rated position with total points of 830
6. Future business:
 - a) Complete review of Fire Chief job description
 - b) Update the Employee Hand Book
 - c) Review implementing a new salary and wage chart
 - d) Review Emergency Manager Director position

Next Meetings:

- July 19, 2018

Adjourned: 9:12 PM