

STRATEGIC FIRE PLAN IMPLEMENTATION COMMITTEE MEETING
February 10, 2015

Meeting called to order at 7:02 PM by Julie Blanchard, Committee Chair in the Town Hall Annex.

Members present: Julie Blanchard, Committee Chair, Ken Boutin, CVFA Chief , Ray Eldridge, NCFD Chief, Craig Ardel, CVFA Vice –President and Beth Mancini, NCFD member, John Twerdy and William Zenko.

Members absent: Wayne Post, Town Council member, Mike Griswold, Town Council member and Dave Rappe

Additional attendees: John Elsesser, Dennis Dittrich

Approval of Minutes: John Twerdy moved to approve the minutes of December 16. Seconded by Ray Eldridge
. Approved unanimously.

- **Review of the Fire Administrator Position Job Description:**

William Zenko moved to approve the Fire Administrator Position Job Description, Draft 1/27/2015 as amended, seconded by Craig Ardel. (changes follow):

- Correct typo page 3 under Physical Demands, line 4: “us” to “is”.
- Under Qualifications page 3, second line delete “ambulance” and add after experience (Ambulance experience preferred).
- Position Summary page one line one, change “professional” to “managerial”.
- Additional Skills page two, last line. Change to read: “Ability to work collaboratively with varied personalities to establish and maintain effective working relationships.”
- Page three, first line, change to read, “Ability to effectively manage change.”
- Qualifications page three, line three, delete “Fire Instructor” and replace with “Officer.”
- Qualifications page three, line six, delete “Class B or Q preferred.”

- **Draft Ordinance 2/10/15:**

Why the need for an Ordinance?

- To create a position/office needs enabling authority
- Creates a Special Revenue Recovery Fund
- Creates a merged Town Department
- Enables a Public Hearing process
- Establishes the relationship between the Fire Administrator and Fire Chiefs/Presidents through the Board of Fire/EMS Services

After much discussion and review, changes discussed will be re-worded by John Elsesser for consideration at our February 24 meeting.

- **Review of the CRCOG Report recommendations pp 5-6:**

John Elsesser walked the Committee through the Matrix. Part of the Councils charge was to review the CRCOG recommendations. After review and discussion, William Zenko moved to approve/accept the CRCOG Fire Strategic Plan—Implementation Worksheet 2/10/2015. Seconded by John Twerdy.

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Approved unanimously.

Correspondence: None

Other Business: None

Adjournment: John Twerdy moved to adjourn at 8:34 PM, seconded by Beth Mancini. Approved unanimously. Next meeting scheduled for Tuesday February 24 @ 7:00 PM Town Hall Conference Room B.

Respectfully submitted,

William Zenko, Secretary