

Memorial Town Hall, 1 Library Street, Georgetown, MA 01833
Ph. (978) 352-5755 □ Fax (978) 352-5727
BOARD OF SELECTMEN MEETING MINUTES
Memorial Town Hall
12/9/19
6:00PM-Workshop ~ 2nd floor meeting room, Town Hall

Selectmen Present: Joseph Bonavita, Chairman; Gary C. Fowler, Douglas W. Dawes

Others Present: Michael Farrell, Town Administrator; Fire Chief Fred Mitchell;
Brian Coolidge; Janet Pantano, Administrative Assistant

Absent: Charles Durney, Clerk; David J. Twiss

6:10PM Call to order

OLD BUSINESS

Municipal Resources, Inc-Fire Service Management Letter

Mr. Bonavita stated tonight was to go over the backside of the report. He stated he would like to revisit the recommendations and see where we are and then move to the back of the report.

Chief Mitchell stated that Mr. Coolidge has put together a program to track the recommendations. He stated some are assigned, some ongoing, and some finished.

Recommendation #1-4 Staffing

Mr. Bonavita stated that there are now 4 full time fire-fighters. Chief Mitchell stated that there are and list positions. He stated that he did not fill Deputy position at this time. He explained his staff and their backgrounds and where he sees the department moving forward.

Mr. Bonavita asked for an organizational chart with names and positions.

Recommendation #5 Grant

Mr. Coolidge stated that grants take a lot of time and they are looking to outsource grant writing. Mr. Bonavita asked how much it would cost. Mr. Coolidge stated \$3K. He stated that the grant would allow them to get 4 new firefighters.

Mr. Bonavita stated that they should have someone tag along during the grant process as a learning tool. Mr. Coolidge stated that there is an equipment grant available also that they are looking at.

Mr. Coolidge showed the board the program that he put together and explained the process and how they track jobs.

Mr. Fowler stated that the grant should be discussed with FinCom so we have the funds in the budget for the future.

Recommendation #6 & 7 Recruitment

Chief Mitchell stated that they have a plan and some members are working on an event and will hold the event in January. He explained what they are looking for dedicated members.

Mr. Dawes stated that must have EMS and be a firefighter. Chief Mitchell stated yes, and 70% of calls are EMS. Mr. Coolidge stated that it costs about \$7K to outfit and train a member.

Discussion on positions and mix of full-time and per diem. How to get adequate coverage for the town and fund.

Chief Mitchell stated right now they are working on writing new policies for OSHA, human resource, and operational policies. He stated that they have a company they are working with on this.

Mr. Mitchell stated 2 fire fighters will be coming up off of probation and he will do a review. He stated that he is looking to appoint officers each year to hold members accountable.

Facility

Chief Mitchell stated that they are in dire need of space, no kitchen, if they have to be in the station 24/7, they have no facilities, staff sleep on cots during storms, any females sleep in his office which is locked.

Mr. Dawes asked if they have a plan.

Chief Mitchell stated that he and Chief Cudmore have met and will have options and will present to FinCom. He stated that he has no decommission area and this could be an issue if they have an event.

Mr. Bonavita asked if any plans utilizing the lot out front.

Chief Mitchell explained a few options that they see.

Mr. Fowler stated that it is very challenging to renovate the building.

Chief Mitchell stated that he likes the Public Safety Model and working together with the Police Chief and department.

Mr. Dawes stated will they be going to the spring town meeting for a needs assessment. Chief Mitchell stated he has three estimates and will bring one forward for the Spring Town Meeting.

Mr. Fowler stated that we need to be keeping in touch with our State Reps on this project and he stated that at the last legislative breakfast there was talk that there may be some State funding available.

Chief Mitchell stated that he sees sharing some areas such as kitchen and training room with Police.

Mr. Dawes asked where does Erie 4 fall into this. Chief Mitchell stated that they help a lot and they have a pumper and this helps the department. He stated that he met with the Erie 4 board and they will be in need of a new Engine 4. He stated that he feels the town should help with this. He stated that he feels Georgetown is one department with 2 stations.

Mr. Bonavita asked when would they be ready to go forward with a project. Chief Mitchell stated it takes about 5 years to go through the process.

Chief Mitchell stated that he is looking to get some professional development classes in this area for his staff.

Mr. Dawes asked about department meetings. Chief Mitchell stated that they have had two meetings already and will keep this up.

Mr. Dawes asked for a final organizational chart for what he wants to see now and in the future.

Mr. Bonavita asked for him to keep the board informed in his reports.

Mr. Dawes asked about PR. Chief Mitchell stated that Brian Coolidge does Facebook and they use John Guilfoil PR for press releases.

Mr. Fowler asked about training. Chief Mitchell stated that he is trying to get some classes in this area. He stated looking to have all at Fire Officer 1 and working to have all ICS trained as this can be done online.

Mr. Bonavita asked again about the regulations and when would be ready. Chief Mitchell stated that they hope to have done between March and May. Mr. Bonavita stated that he would like to see this sooner than later.

Discussion on the list of recommendations. Mr. Dawes asked if the Town Administrator could be added to the tracking program so he gets updates. Mr. Coolidge stated that he would add Mr. Farrell.

Mr. Bonavita asked if there are any changes since the Union was decommissioned. Chief Mitchell and Mr. Coolidge stated there have been no change, everything has stayed the same for pay, holidays, etc.

Discussion on how the department is moving forward and all members are working together. Chief Mitchell stated not perfect but it is better. He stated that they are going to do the best they can to meet this report.

Mr. Fowler asked how are you on public relations. Chief Mitchell stated that he is available 24/7 to work with the public.

Mr. Bonavita stated that he would like them to keep the board updated on the processes they are going through.

ITEMS NOT REASONABLY ANTICIPATED BY THE CHAIR 48 HOURS IN ADVANCE OF THE MEETING

NEXT MEETING

Monday, December 16, 2019 3rd floor meeting room, Town Hall

ADJOURNMENT

Mr. Bonavita moved to adjourn. Mr. Dawes seconded the motion and the motion was approved by a unanimous vote.

Meeting was adjourned at 7:55PM.

Minutes transcribed by J. Pantano.

Minutes approved on December 16, 2019.

Documents used in this meeting:

- Municipal Resources, Inc-Fire Service Management Letter