



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD**

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*Minutes
Selectboard
Thursday, February 15, 2018*

Selectboard members present: John Carr, Brendan Denehy, Tom Humphreys, Val Ogden and Eddie Arnold along with Town Administrator Tad Putney. Also present: Ann Somers and Loring Webster, BAS members Jay Kramarczyk, Jessica Shea, Beth Lukovitz, Tricia McCubrey, Richard Gribble, Gary Arruda, Francis Gavin, Lisa Shutt, Alistair Guthrie, Bobbie Canada, Tim McGettigan, Jacob McGettigan and Acting Ambulance Director Jan Watt.

6:30 **John** opened the meeting with the Pledge of Allegiance

Discuss the Staffing of the Ambulance Director Position and Future Filling of the Emergency Management Role

John said this meeting is to have a discussion and hear concerns about the staffing of the Ambulance Director position and to see if there is agreement or disagreement about separating the Emergency Management role from the Ambulance Director position. **Jan** said she is in favor of separating the Emergency Management and Ambulance Director positions and the department currently has the funds to do so. **Jan** said the Emergency Management position has increased in its scope in the last 10 years and will likely continue to grow in the years to come. **Jan** said Emergency Management needs a skilled and focused manager who can do the training for our CERT team and understand grants and Homeland Security requirements. She added that in an actual emergency situation the Emergency Management Director cannot be the Police Chief, Fire Chief or Ambulance Director, as these full time positions are busy with their own departments and already tapped out. She also said the Emergency Management Director needs to be a peer to the other department heads in drills and communication issues for the best results. **Jan** said that her personal opinion is that it should be a stipended position; not set hours but stipended. **John** said we have key elements with Fire, Police and Ambulance in place already that are working fine and agrees that maybe it should be a stipended position. **Tad** asked the board if they agree with **Jan**. The **Board** agreed Emergency Management should be separated from Ambulance Director.

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Jay said the BAS conducted a group survey and 19 out of 20 members are in favor of keeping BAS separate from the Fire Department. **Brendan** said he agrees with keeping BAS separate, but asked if the BAS volunteers see a continuing pool of volunteers 5 years from now. **Jay** said we've done well up to now and there is no reason to think the numbers are going to fall anytime soon. **Alistaire** said volunteering is a good way to start a career in EMS. **Val** said now that another school shooting has taken place, I see the number of support personnel that it takes to answer such a call. **Jan** said she wrote down key points that should be in the job description for the Ambulance Director. The individual must have management experience and experience directing a group of volunteers or at least a couple dozen employees. **Tad** said the draft job description states five years' experience in public or private business and two years managerial/supervisory experience. He asked if those levels of experience were enough. **Brendan** said we are looking for a Director and Field person. **Alistaire** said it should be an advanced EMT or higher. **Tom** asked the BAS volunteers which is more important in their next director: EMT skills or people management skills. BAS members said the person must have both. **Eddie** asked the BAS volunteers if it would be best to have a director that goes on calls or one that remains at the Safety Complex. **Jan** said she thinks the director should go out on some calls. **Jay** said without Emergency Management, the director would be freed up to go out on calls. **Richard** suggested looking at a state job posting that has relevant wording for the description, which would allow people to get their NH certification if they come from out of state. **Gary** said we should be looking for experience more than anything else. **John** said we will finalize the job description, then advertise and then likely use an oral board. **Tricia** asked if some of the BAS volunteers can sit in on the committee. **Jay** said the oral board won't know us like we do. **John** said the search committee he sat on did not go well. **Jessica** asked why the Board would not involve the volunteers. **Tricia** said it would be fair to include the volunteers. **Brendan** said we still need to set what the process is going to be. **Eddie** suggested an oral board of five people including one Ambulance employee or, perhaps, two BAS representatives. **Richard** said that their input would be valuable to the Board. **Eddie** said let's set a meeting soon to discuss the oral board. **John** said maybe February 20th or 26th or March 5th. **Beth** suggested that once a new Director is hired, **Jan** could be the assistant director and maybe that would help with employee management and succession. **Eddie** said it would set up a hierarchy within the department. **John** suggested the discussion of a potential hiring timeline. **Brendan** said we finalize the job description, post for two weeks, have two weeks for interviews, and then make a decision and the individual will likely need to give notice. He said the reality is we are talking two to three months from now for hiring. **Jason** said you don't want to rush through the process; it will be worth it to take the time to approve a solid candidate. **Jan** said that in the interim we really need to have someone at the ambulance bay as a daytime attendant to help out and catch


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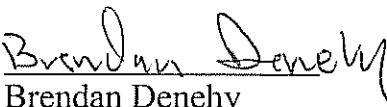
up with filing and organizing. **Jan** suggested if a BAS volunteer could be assigned "on premises" hours during the week and get a higher hourly rate than the "on call" rate, it would help with the work load in the interim. **Tad** said the Fire Department has a prescribed hourly rate for when an individual is working "on premises" in Charlie or JP's absence. **Jan** suggested the shifts would be from 8-4 Mondays through Fridays. **Val** asked if anyone of these people know Jan's job. **Richard** said there should be a succession plan. **Jan** doesn't want the BAS getting burnt out. **Tad** said the ambulance budget can sustain an "on premises" rate on an interim basis. **Eddie** said let's use the people we already have. ***Eddie moved, seconded by Brendan, to allow the expenditure of an estimated \$19.00/hour (rate to be confirmed with Fire Chief for equity) for assigned "on premise" work at the ambulance bay on an interim basis until a director is hired; Voted yes 5-0.*** **Jan** thanked the Board, CERT team and BAS. **Brendan** thanked **Jan** and the BAS for stepping up over the recent months.

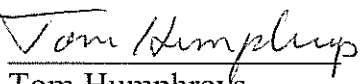
Brendan moved, seconded by Tom, to adjourn; Voted Yes 5-0.

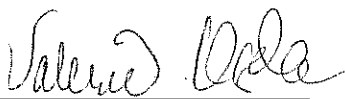
7:57pm adjourned.

Minutes submitted by Sharon Sturtevant.


John Carr


Brendan Denehy


Tom Humphreys


Valerie Ogden


Eddie Arnold