



Office of Board of Selectmen Town of Mason

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Selectmen Staff Meeting 11/9/2020
Approved Minutes

Present: Selectmen Louise Lavoie, Charles Moser, Pete McGinnity; AA Kathy Wile; Assistant Chief Flip Phalon.

Called to Order: The meeting was called to order at 6:29 PM by Chair Louise Lavoie via the Zoom platform. The meeting had been duly posted, attendance was by roll call, and all votes will be by roll call as well.

Business:

Potential job descriptions and salary ranges were on the agenda for discussion.

Flip said the FD vision for hiring would be to hire a FT ass't Chief in 2021, and have them move into the chief position by year's end, having had training and experience with the current department. The fit would be very important. They would take over administrative duties in addition to serving as EMT, and captain ass't chief for fire fighting duties.

Salary ranges for FF/EMT (most have combined certifications), as well as for Chief position, were discussed.

Discussion on feedback from State Fire Marshall's office regarding possible hybrid models – PT chief positions, sharing chief position with other towns, etc. Concerns on conflicts of interest, going over hours, needing 2 people to get a truck out to respond, and needing a chief's eyes on the scene to direct response were discussed. Fire Marshall had also offered the NHAFC website as a good place to advertise a position, and their help to put together an oral review board. Perhaps they could help provide a boilerplate job description

Selectmen will follow up on the idea of a transitional position, and have Kathy explore with Brenda regarding true employee cost (salary, retirements, WC etc) to give voters at town meeting a true picture.

Flip will send the general information he and Fred have already put together, as well as develop a more elaborate job description to continue working from.

Selectmen thanked Flip for the hours he is already putting in, and (Kathy) will see that he gets copied on the fire chief emails along with Fred so there is overlap/history for him when he begins as chief.

Adjournment:

Louise motioned, second from Pete to adjourn. Roll call vote showed all ayes to adjourn at 7:13 PM.

Respectfully Submitted,
Kathy Wile
Administrative Assistant