



**Office of Board of Selectmen
Town of Mason**

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Selectmen/FD Staff 12/28/2021
Approved Minutes

Present: Selectmen Charles Moser, Kate Batcheller, Pete McGinnity; Assistant Fire Chief Tony Burns

Called to Order: The meeting was called to order 6:45 PM by Chair Pete McGinnity, attendance was taken by roll call as reflected above.

Town of Mason Fire Department 5-Year Strategic Plan 2022 - 2027

Asst Chief Burns presented the proposed 5-year strategic plan for the Town of Mason Fire Department. The strategic plan addresses the public safety needs for the fiscal years 2022-2027. Input was gathered from citizens, businesses of the Town of Mason and from members of the fire department. Strengths, Weaknesses, Opportunities and Threats (SWOT) are listed in this plan followed by departmental goals. This strategic plan is a working document and will be used at all levels within the department. As the goals of this plan are met, they will be updated on an ongoing basis. Asst Chief Burns will also provide monthly updates to the Board of Selectmen of updates, ongoing changes, etc. The Selectmen thanked Asst Chief Burns and will review this strategic plan.

Annual Stipends

Asst Chief Burns proposed changing the structure of the annual stipends paid to volunteer firefighters. The structure proposed would establish a nominal fee that reflects the sacrifice of the volunteer without jeopardizing the person's status as a volunteer. This would be moving the current structure from annual stipend to a Per Call Basis. Nominal fees would be outlined based on responsibility, training, and certification clearly defined and communicated to all volunteers. Department of Labor (DOL) regulations specify that the payment of a nominal amount on a per-call basis to volunteer firefighters is acceptable. Compensation per call is considered acceptable so long as they may fairly be characterized as tied to the volunteer's sacrifice rather than productivity-based compensation. The Selectmen requested the Asst Chief to provide a through written proposal on this request to review by the Selectmen and the town attorney.

Budget

The remaining 2021 Budget looks good. Moving into next year Asst Chief Burns will manage the budget slightly different, spending will occur throughout the year based on a percentage of where the department is in actual vs forecasted. This will elevate the need to spend everything that hasn't been spent in the final weeks of the year.

Emergency Management Director (EMD) Role

Discussion related to Asst Fire Chief taking on the position of Emergency Management. This will require an updated job description. The towns current EMD has expressed interest in retiring from this role. Discussion about base rate for the EMD responsibilities to be incorporated into the Chief's role should the Board of Selectmen move forward.

Adjournment: There being no further business, Pete motioned to adjourn, second from Charlie. Kate-aye, Pete-aye, Charlie-aye. Meeting adjourned at 7:25 PM.

Respectfully Submitted,

Kate Batcheller, Selectman