

Fire Chief Study Committee
Summary and Where are we Heading
12/29/21 updated on 1/19/22

- **Summary:**

- Reviewed with the Chief his current job description in detail
- Reviewed salary and department structure for most of the towns in Franklin County using FRCOG data as well as the Chief's knowledge of any recent changes:
 - Mix of FT Chief; FT Chief/PTDeputy; Shared Chief with other towns
 - Many towns departments evolve because of unique situations in each community
 - Department personnel who work in town increasing availability
 - Chief with strong Deputy
 - Chief or Deputy have other employment in addition to the Fire Department
 - Stipend for chief augmented by hourly OT time
 - Able to share a chief between two towns
 - Several towns contracting Ambulance Services together
- Shutesbury's Chief position has evolved over the past 20 years from PT to FT benefited position.
 - Emergency Management Director Position; Training for the department; day to day maintenance of equipment; grant writer for dept. and other administrative duties as part of the Chief's job
 - Currently does not appear to be a member of the SFD who is interested in applying for the position. Some possible interest in becoming Deputy Chief
- **Next Steps:**
 - Meet with current members of the Fire Department separately in order to engage them in the process; solicit ideas; ask how they can see themselves as helping with the transition to a new chief;
 - Hold an evening committee meeting to allow for more input from the community. Send out request to the community asking for their questions/ideas prior to the meeting.
 - Review job descriptions for Fire Chiefs in the Region in towns of comparable size to Shutesbury
- **Time Line**
 - Prepare recommendations for the Selectboard no later than the first week in February with the goal of completing the hiring so there can be some period of overlap between our retiring Chief and the new leadership for the Fire Department. Included in the recommendations will be changes (if any) of the leadership structure of the department.

- **Update 1/19/22**

- Meetings with Members of the Fire Department (not including Chief Tibbetts)
 - Jim and Kristen submitted questions to the committee-approved 1/12/22
 - Jim and Kristen met separately with 7 members of the Fire Department on 1/13/22 and 1 member by phone
 - A compiled list of responses given to the Committee
- Reviewing Job Descriptions of other Fire Chiefs in Franklin County
- Public Forum scheduled for 1/26/22 @ 6 pm.