

**Fire Chief Study Committee**  
**(Formerly known as “Future of the Fire Department Committee)**  
**11/24/21**  
**10:00 am Virtual Zoom Meeting**

Present: April Stein (Personnel Board Rep), Elaine Puleo (elected by Selectboard to be Selectboard Rep, Jim Walton (Finance Committee Rep), Kristen Burgess (Police Sargent and Acting Police Chief), Walter Tibbetts Fire Chief)

Also present: Becky Torres, Town Administrator; Tim Logan

- Becky facilitated this first meeting of the Committee and opened the meeting at 110 am
- It was decided, unanimously, to change the committee name to the Fire Chief Study Committee.
- Walter confirmed that his last day as Chief of the Shutesbury FD will be on 6/30/202.
- Becky noted that the last time the town hired a new Fire Chief was in 1995.
  - Some components of the Chief's job includes
  - Calls: Fire; Medical; Car accidents, etc
  - Meetings
  - Maintenance of equipment
  - Training
  - Availability to community members
  - Emergency Management Director
  - Current Job Description updated in July, 2018
- Elaine: Are we looking at a Fire Chief full time; Fire Chief PT with Deputy Chief; Separate Emergency Management Director; Hiring someone to do maintenance?
- Becky noted that Medical Calls are at a higher rate than Fire Calls.
- Walter feels currently the medical response is working well. Had tried several years ago to separate people who responded medical calls and people who responded to fire calls. Found it was not efficient .
- Need for the Emergency Management meetings moved to quarterly since the pandemic. Board of Health's role central to managing the pandemic because of the nature of the emergency.
- Does it make sense to create a maintenance position for the town? Each department currently does their own maintenance.
  - Town does not have the infrastructure needed for a lot of the maintenance of heavy equipment.
- April nominated Elaine as chair. Seconded and roll call vote was unanimous.
- Elaine said she would review a draft copy for the committee's charge and send it to committee members before the next meeting
- Elaine requests copies of the current job description
- Request of FRCOG records to examine County wide job descriptions, salary & benefits, Fire Department models used in other communities in Franklin County
- Walter stated that Shutesbury voted many years ago that the town will have a Strong Chief as described in MGL.
- Committee will plan on having zoom meetings through the end of December. Will reexamine at that time the state of the pandemic and whether or not in person meetings will be allowed.

Meeting adjourned at 11:11 AM