

**Personnel Board  
Town of Shutesbury  
December 15, 2022 (Virtual Zoom Meeting)**

Members present: Peg Ross, April Stein and George Arvanitis. Members Absent: Melody Chartier and Melissa Makepeace-O'Neil. Also present: Becky Torres (Town Administrator)

Meeting came to order at 6:38

1. Approved the minutes of November 17, 2022
2. Minimum hours pay for Fire Department responders:
  - a. Becky contacted the town's labor attorney regarding guaranteeing a minimum number of hours of pay for responses and is waiting for their advice. Becky is concerned that we might not be able to implement such a policy without affecting all employees
  - b. We need to collect the historical response hours records to determine the added cost if this policy was to be implemented
3. Deputy Fire Chief
  - a. Current deputy is only paid for training
  - b. Discussed level of background checks for this level of responsibility
  - c. Job Description
    - i. Attempted to align responsibilities with the Fire Chief's
    - ii. Discussed this job description's format
    - iii. Edited Position Summary and made other minor changes
    - iv. Will send draft to the Fire Chief to make changes regarding duties of position
4. Future business:
  - a. Personnel Handbook policies review and updates
  - b. Classification schedules
  - c. Policy and procedures manual
5. Next meetings:

January 19, 2023, 6:30  
February 16, 2023, 6:30  
March 16, 2023, 6:30

Meeting adjourned at 8:23