

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	08/07/2013 at 17:30
Transcribed By:	Kathy Tobine	Place:	Northfield Town Hall, 21 Summer Street, Northfield

Commissioner Auger called the meeting to order at 5:30 PM.

Present: Commissioners Paul Auger, Les Dolecal and Patrick Clark, Chief Brad Ober, Admin Asst Kathy Tobine, Attorney Peg O'Brien.

Tilton Board of Selectmen Present: Sandy Plessner

Northfield Board of Selectmen Present: Kevin Waldron

Budget Committee Present: Donnie Stevens

Public Present: Gretchen Wilder

Personnel Policies & Procedures

Commissioner Auger introduced Attorney O'Brien.

Attorney O'Brien explained that she received the original policies and the document prepared by the Chief. She went through and revised the document the Chief provided and provided notes based on that document. This is how she came to the red line version.

The Commissioners decided they would go through the red lined document page by page and review all the recommended changes. Attorney O'Brien stated when she goes back to the office she will accept all the changes they agree on tonight.

Attorney O'Brien explained that she pulled all the job descriptions out of the handbook. She took all those out to streamline things. Those should be reviewed and updated every year. They should be in a separate supervisor's book. She recommended the operational chart be in with the job descriptions. You don't review handbooks but every two or three years.

Attorney O'Brien stated she would accept all the changes they agreed upon and red line the additional changes made tonight. Commissioner Clark requested she date each version so they know which version they are working on.

The Commissioners decided that when they receive the revision Attorney O'Brien made at tonight's meeting they would meet again.

Adjournment

Commissioner Auger made a motion adjourn. Commissioner Clark seconded the motion. There being no discussion, vote was taken. Motion to adjourn passed unanimously.

The meeting adjourned at 8:00 p.m.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 08/14/2013 at 17:30. Meeting to be held at Northfield Town Hall, 21 Summer Street, Northfield.