

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	July 23, 2014, 17:30
Transcribed By:	Kathy Tobine	Place:	Northfield Town Hall, Downstairs Meeting Room, 21 Summer Street, Northfield

Commissioner Dolecal called the meeting to order at 5:35 PM.

Present: Commissioners Paul Auger, Patrick Clark, Les Dolecal; Chief Michael W. Sitar, Jr. and Administrative Assistant Kathy Tobine

Public Present: Gretchen Wilder, Donnie Stevens

Chief's Goals and Performance Evaluation

Commissioner Dolecal passed out the draft she had done of the Chief's Annual Performance Appraisal. She explained that the appraisal form can be used annually but the goals may change. Discussion ensued about how the form could be used.

Commissioner Clark passed out the list of goals they had previously rated and prioritized. The information was reviewed.

The Board discussed incorporating their list of goals into the performance appraisal. Rating the Chief was discussed.

Commissioner Dolecal explained they want a standardized performance evaluation form that can be used for a long time.

Donnie commented that they want a standardized form so they can compare the evaluations from year to year. Gretchen commented they are on the right track. They do want a standardized form. The goals and expectations will be fluid from year to year.

The Board unanimously decided Commissioner Dolecal will incorporate the goals with a minimum rank of four into the performance appraisal and provide the revised form to the Board at their next meeting.

Paramedic Training Application

The Board requested Chief Sitar provide them with a copy of the Paramedic Training Application as changed for final approval at their next meeting.

Paramedic Training Contract

Chief Sitar read Ron Davies email regarding the Worker's Compensation coverage. Property-Liability Trust will cover an injury if it occurs while at a sanctioned training.

Commissioner Clark passed out Peg O'Brien's email of today. Discussion ensued about the wording she is recommending for 8.4 and 8.5.

The Board unanimously agreed to the changes in the Paramedic Training Loan Agreement as recommended. Chief Sitar is to provide the Board with a copy of the Paramedic Training Loan Agreement with changes for final approval at their next meeting.

Personnel Policy

Chief Sitar passed out the pages of the Personnel Policy with his comments and recommended changes. The changes were reviewed.

Use of Department Property was discussed in detail. The Board unanimously decided that washing of personal vehicles at the fire station will only be at the discretion of the Chief. The Board requested Chief Sitar work on the language of this section.

Investigations and Searches were discussed. Chief Sitar recommended that all searches be conducted by the Police Department. The Board requested Chief Sitar rewrite this to include his recommendations.

Other Business

Gretchen asked if all the meeting minutes are on the web site. Kathy explained that all the minutes that have been approved are on the web site. The minutes of July 9th are still in draft form.

Gretchen asked about the loan paperwork they were working on. Commissioner Clark explained this is the Paramedic Policy. The employee has to be here five years after they become a paramedic or they have to pay the District back on a prorated basis. Discussion ensued.

Gretchen applauded the Board for getting away from the word Grievance. We are not a collective bargaining unit. There is no grievance process. We are employment at will in New Hampshire.

Adjournment

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

The meeting adjourned at 1852 hours.

Respectfully submitted,

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: 08/13/14 at 17:30. Meeting to be held at Northfield Town Hall, 21 Summer Street, Northfield.