

TOWN COUNCIL MAJORITY OFFICE
PERSONNEL AND PENSIONS SUBCOMMITTEE

JANUARY 26, 2016

PRESENT Marc Weinberg, Temporary Chair; Councillor Mike Kurker

ABSENT Councillor Joe Carlson

ALSO Marcia Leclerc, Mayor

PRESENT Santiago Malave, Human Resources Director

 John Oates, Fire Chief

CALL TO ORDER

Temporary Chair Weinberg called the meeting to order at 5:51 pm.

NOMINATION OF OFFICERS

Chair:

MOTION By Mike Kurker
 seconded by Marc Weinberg
 to **appoint Marc Weinberg** as **Chair**
 of the Personnel & Pensions Subcommittee.
 Motion carried 2/0.

Secretary:

MOTION By Marc Weinberg
 seconded by Mike Kurker
 to **appoint Mike Kurker** as **Secretary**
 of the Personnel & Pensions Subcommittee.
 Motion carried 2/0.

ADOPTION OF RULES GOVERNING MEETINGS

MOTION By Mike Kurker
 seconded by Marc Weinberg
 to **adopt** Robert's Rules of Order as the rules that shall govern
 parliamentary procedure at all subcommittee meetings, with the exception
 that (1) the Chair shall not be required to restate the motion of any
 Council member unless requested by another Councillor, or when in the
 discretion of the Chair, such restatement is necessary to avoid any
 confusion as to the motion; and (2) where such rules are in conflict with
 the provisions of the State Statutes, the Town Charter, or Town
 Ordinances.
 Motion carried 2/0.

ESTABLISHMENT OF MEETING DATES

MOTION By Mike Kurker
 seconded by Marc Weinberg
 to **hold** meetings at the **call** of the Chair.
 Motion carried 2/0.

STORAGE OF RECORDS

MOTION By Mike Kurker
 seconded by Marc Weinberg
 to **store** records in the Town Council office.
 Motion carried 2/0.

APPROVAL OF MINUTES

July 13, 2015

MOTION By Mike Kurker
 seconded by Marc Weinberg
 to **approve** the minutes of the July 13, 2015 meeting.
 Motion carried 2/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

NEW BUSINESS

Fire Department:

Revised Job Description: Fire Marshal

John Oates, Fire Chief, initiated a discussion on the reasons for revising the job description for Fire Marshal:

- ✓ Involved in contract negotiations with Local 1548 – Firefighters' union – to widen the pool of candidates for Fire Marshal position; not just limited to the Fire Marshal's office
- ✓ Code enforcement a necessity
- ✓ Resources to meet mental health requirement

MOTION By Mike Kurker
 seconded by Marc Weinberg
 to recommend the Town Council approve the revised job description of

Fire Marshal as outlined in a memo from Fire Chief John Oates to Mayor Marcia Leclerc dated November 30, 2015 with the revised pay grade of 71. Motion carried 2/0.

New Job Description – Fire Captain/ Emergency Management

The discussion on this new position included:

- ✓ Elevate capabilities of person from CSEA Local 2001 – general employees’ union – to firefighters’ union Local 1548
- ✓ 2-year process to complete this new job description
- ✓ Compared to other towns with FEMA for emergency manager
- ✓ Will replace vacant position

MOTION By Mike Kurker
seconded by Marc Weinberg
to recommend the Town Council approve the new job description of Fire
Captain/Emergency Management as outlined in a memo from Fire Chief
John Oates to Mayor Marcia Leclerc dated November 30, 2015.
Motion carried 2/0.

ADJOURNMENT

MOTION By Mike Kurker
seconded by Marc Weinberg
to **adjourn** (6:01 p.m.)
Motion carried 2/0.

Cc: Town Council
Mayor Leclerc
Santiago Malave, Human Resources Director
John Oates, Fire Chief