

PERSONNEL BOARD MEETING MINUTES
MONDAY, JUNE 4, 2018
SUBMITTED BY LINDA UNGER, HUMAN RESOURCES ADMINISTRATOR

CALL TO ORDER

The meeting was called to order at 7:40 p.m. Members in attendance: Joseph Emerson, Chair; Robert Shea, Vice Chair; Douglas Hyde; Rory Laughna; and Rachel Lipton.

Others Attending: John Deckers, Fire Chief; Jeffrey Silva, Police Chief; and Michael Jaillet, Town Administrator

APPOINTMENTS TO COME BEFORE THE BOARD

- Fire Chief John Deckers spoke in support of the request from Firefighter William Little who is asking that his newly-acquired Associate Degree in Nursing be eligible for a fire-related academic degree stipend. Chief Deckers stated that FF Little is a paramedic in addition to now having a nursing degree, and that the combined training is an “awesome opportunity” for the Fire Department to move in the direction of “mobile integrated health”, which uses a multi-discipline approach to treating patients. Town Administrator Michael Jaillet also stated that he supports the nursing degree as a relevant degree (referenced in the Firefighters’ Collective Bargaining Agreement, Article XV, College Credits) and feels it should be rewarded. The Board asked if FF Little needs to maintain licensure to continue to receive the educational stipend, and does the Fire Chief anticipate creating a Grade within the Fire Department Compensation Plan to recognize firefighters with a nursing degree. Chief Deckers responded “no” to both questions.
- Police Chief Jeffrey Silva addressed the Board in support of a request from each of two members of the Police Department who are petitioning to receive the full education stipend (i.e., \$10,000 for a Post-Quinn Criminal Justice Degree) for a Bachelor of Science in Management and a Bachelor of Science in Business Administration. One request is from a newly-promoted Sergeant (Michael DiLalla) and the other from a newly-appointed Police Officer (Matt Johnson). Chief Silva referred to Westwood as a “service-related Police community” where communication is an important part of the job. It is his opinion that any college degree helps to develop critical thinking, negotiation and problem-solving skills, which are essential to an Officer’s role. The Town Administrator shared his thoughts on the subject stating that the Business Administration degree is more relevant to the duties and responsibilities of a Sergeant’s position and worthy of the full stipend, but not so to an Officer’s position.
- The revised Public Safety Dispatcher job description was reviewed while Chief Deckers, Chief Silva and the Town Administrator were present. The job description was last updated and approved in 2012. The Chiefs talked about the importance of the role and labeled the position “high stress”. More up-to-date job functions and required trainings are included in the revised job description.

Since dispatch services are provided to both Fire and Police Departments, there is shared budgetary responsibility between departments. During the discussion, a point came up to consider the best way to compensate the Dispatch Supervisor whose job functions are similar to the Dispatcher's but also includes scheduling duties. The Dispatch Supervisor position is currently placed at Grade 8 on the ATP Compensation Plan, whereas the Dispatchers are currently at Grade 7 with the possibility of moving to a higher grade.

The Board thanked the Fire Chief, Police Chief and Town Administrator for attending the meeting and providing valuable input. The guests then excused themselves from the meeting.

ACTION ITEMS

- The Board briefly discussed the request by Firefighter William Little to receive the full educational stipend for an Associate Degree. The following action was taken:
 - R. Shea motioned to approve the request by FF Little to accept his Associate in Nursing degree as a Fire-related degree and that he receive the education stipend for such degree as listed in the Collective Bargaining Agreement between the Town of Westwood and the Westwood Firefighters Association; R. Lipton seconded. All voted "In Favor".

- The requests from Police Sergeant Michael DiLalla and Police Officer Matt Johnson for the post-Quinn Criminal Justice stipend for a Bachelor of Science in Management and Bachelor of Science in Business Administration, respectively, were discussed at length. While Sergeant DiLalla provided a copious amount of academic documents, Officer Johnson was lacking information that could be more helpful in the decision-making process. R. Shea made the request to have Officer Johnson submit additional academic information to the Board before a motion can be taken on both requests.

- The revised job description for Public Safety Dispatcher was reviewed. Two suggestions were made: 1) In the "Education" section, leave the phrase "Associate's preferred" as is; 2) Change the title of the position to "Public Safety Telecommunicator". The following action was taken:
 - R. Lipton moved to approve the revised job description to include edits noted above and to place the position at Grade 8 on the ATP Compensation Plan; R. Laughna seconded. All voted "In Favor".
 - R. Lipton moved to place the incumbents at Grade 8 closest to the Level that represents an approximate 3% salary increase above where the incumbent would have been placed on July 1, 2018, if no upgrade was approved; D. Hyde seconded. All voted "In Favor".

- Due to time constraints, the Board tabled discussion and any potential action on the revised job description for Custodial Supervisor/Facilities Maintenance Worker to the next meeting on June 18, 2018.
- Meeting minutes from March 6, 2018, were reviewed.
 - D. Hyde moved to approve the minutes as written; R. Laughna seconded. All voted “In Favor”.

DISCUSSION ITEMS

NEXT MEETING: JUNE 18, 2018 AT 7:30 P.M.

ADJOURNMENT

- The meeting adjourned at 9:30 p.m.