

PERSONNEL BOARD MEETING MINUTES

March 26, 2019

Submitted by Linda Unger, Human Resources Administrator

CALL TO ORDER

The meeting was called to order at 7:35 p.m.

Members in attendance: Robert M. Shea, Vice Chair; Douglas Hyde; and Rory Laughna. Also in attendance: John Deckers, Fire Chief; Joan Courtney Murray, Human Resources Director; and Linda Unger, Human Resources Administrator.

APPOINTMENTS TO COME BEFORE THE BOARD

- Fire Chief Deckers presented two job descriptions for new positions within the Fire Department: EMS Coordinator and Fire Prevention Officer/Training Officer (FPO). The Chief stated that historically multiple members of the Fire Department performed some of the administrative functions listed within each of the job descriptions and, when doing so, received both a stipend and overtime for the added responsibilities. Additionally, outside vendors were hired to teach EMS and fire training. The cost for this arrangement was approaching about \$32,000/year. He noted that with 78% of the call volume related to emergency medical services, it justified staffing the department with an EMS Coordinator. As far as salary determination for the positions, the EMS Coordinator should be compensated at the Lieutenant EMT-P rate since the position requires current EMT-P certification and the Fire Prevention Officer will have attained the rank of Captain and will receive a stipend for services performed as FPO.

The Fire Chief explained that both of the positions were negotiated into the current Firefighters Collective Bargaining Agreement which was signed off by the Select Board. As part of the terms of the CBA, the Fire Chief worked with members of the union on the content of the job descriptions, the work schedule, compensation for the positions, and the selection process.

ACTION ITEMS

- The Board reviewed the EMS Coordinator and Fire Prevention Officer/Training Officer job descriptions. The Fire Chief's thorough presentation of the job descriptions left only one comment by the Board and it was to change the pay grade on the EMS Coordinator job description to reflect "F-3 Starting Rate".
 - R. Laughna moved to approve the EMS Coordinator job description with the edit noted; D. Hyde seconded. All voted "In Favor".
 - D. Hyde moved to approve the Fire Prevention Officer/Training Officer job description as written; R. Laughna seconded. All voted "In Favor".

- Minutes from the January 15, 2019, meeting were reviewed and the following action was taken:
 - R. Laughna moved to approve the minutes as written; D. Hyde seconded. All voted “In Favor”.
- The FY2020 Compensation Plans were brought before the Board for review and approval. The following discussion took place:
 - 1) The Fire Department FY20 Compensation Plan included a new position at the Lieutenant Grade: EMT Coordinator. The Board noted that the EMT Coordinator is a 40-hour per week position while other positions on the compensation plan adhere to a 42-hour per week schedule. Since the annual salary for EMT Coordinator is consistent with a Lieutenant EMT-P’s annual salary, the hourly rate for the EMT Coordinator should be adjusted upward to reflect the same annual rate but fewer hours per week. It was also noted that the EMT Coordinator should be eligible for overtime after 40 hours of work per week.
 - 2) There were no rate adjustments to the FY20 Department of Public Works Compensation Plan and the FY20 SEIU (Clerical) Compensation Plan because their union contracts are currently under negotiation.
 - 3) The FY19 Part-Time, Seasonal and Other (PTSO) Compensation Plan listed two positions, Fire EMS Coordinator and Fire Training Officer, which are designated permanent positions in the Fire Department in FY20. The Board indicated that these positions should be delisted from the FY20 PTSO Compensation Plan.

The following actions were taken:

- R. Shea moved to approve the **FY20 Administrative, Technical and Professional (ATP) Compensation Plan**; D. Hyde seconded. All voted “In Favor”.
- R. Shea moved to approve the **FY20 Library ATP Compensation Plan**; D. Hyde seconded. All voted “In Favor”.
- D. Hyde moved to approve the **FY20 Fire Department Compensation Plan** as amended; R. Laughna seconded. All voted “In Favor”.
- R. Laughna moved to approve the **FY20 Police Department Compensation Plan**; D. Hyde seconded. All voted “In Favor”.
- R. Shea moved to approve the **FY20 Department of Public Works Compensation Plan**; R. Laughna seconded. All voted “In Favor”.
- R. Shea moved to approve the **FY20 SEIU Compensation Plan**; R. Laughna seconded. All voted “In Favor”.
- D. Hyde moved to approve the **FY20 Part-Time, Seasonal and Other Compensation Plan** as amended; R. Shea seconded. All voted “In Favor”.

- Due to time limitations and the extent of the materials presented, the request by Police Officer Heather Rose for full education incentive was tabled for the next Personnel Board meeting.

DISCUSSION ITEMS

- The Human Resources Director asked for the Board's advice on how to meet the urgent need to fill a Heavy Equipment Operator (HEO) position. There have been several unsuccessful attempts to bring an HEO on board based on the salary offered. A small compensation analysis of HEO positions within comparable and/or neighboring towns to Westwood was reviewed by the Board. The study suggested that Westwood is at the lower end of pay rates for this position given the towns surveyed. The Board agreed that a more comprehensive compensation study should be undertaken in order to make Westwood competitive with market data. Since the HEO position falls within the UFCW union, any potential hiring solutions will have to be negotiated with the union.

NEXT MEETING: Scheduled on May 14, 2019, at 7:30 p.m.

ADJOURNMENT: The meeting adjourned at 9:25 p.m.