

TOWN OF WEARE, NH  
WEARE BOARD OF FIRE WARDS  
MEETING MINUTES  
Thursday March 24, 2011  
\*\*Final Copy\*\*

**PRESENT:** Jon Osborne, Chairman; Scott Dinsmore, Steve Roberts, Dave Hewey, Tim Maskiell, Frederick Hippler

**I. CALL TO ORDER:**

Chairman Jon Osborne called the meeting to order at 6:30 at the Weare Town Offices.

**II: ADMINISTRATIVE ITEMS:**

This meeting was to discuss the Chief's job description and guidelines, and to have a discussion on officer positions. In summary, applications for the Chief's position are due April 15<sup>th</sup>, at which point the Board will review them, then interview some of the candidates to narrow them down to 3 or 4 people who will appear before the Board. The Board will then recommend one candidate to the Board of Selectmen to hire for the Chief's position. The Board would like the new hire to be on a probationary period for 6 months to a year. There will be no benefits, other than workman's compensation.

Job Description Jon Osborne explains that the role of the Chief of the Fire Department is to do generally everything for the Department including budgeting, personnel, inspections, be a forest fire ward, etc. There are tasks that he feels the Chief should be able to delegate. Steve Roberts feels the per diem people should be used for inspections, or someone could be hired specifically for that. The Board feels the Chief should live no more than 20 minutes from the Central Station, will work 20-25 hours per week, and the hours will have to work around the candidates schedule. They discussed if the candidate should be able to take the Town car home if they live out of Town, or if they should just use it while they are working in Town. Steve Roberts suggested putting in the description that they would prefer the person live in Town, or 20 minutes travel time to Central Station.

They discussed that the salary is \$26,000 a year or \$500 a week, minus taxes. Inspections and responding to calls would be additional pay. Tim Maskiell suggests changing the hours per week to 25, so candidates don't feel they only have to put in 20 hours. Use of the car will depend on how far the Chief lives from Town and how long it takes to get to Central Station. Also, should the candidate be required to go to the BOFW and Selectmen meetings? Should meetings be in addition to the 25 hours required? Steve Roberts said he believes it is illegal to volunteer for your employer, so going to meetings should be paid.

The Board discussed how the Chief's hours would be separated from calls, meetings, etc. and still take into consideration the different pay scales; Calls come out of a different pay line, not the Chief's salary. If the candidate goes on a call during Chief's hours, he will not get paid additionally. Steve Roberts is concerned he will go over his hours regularly.

In regards to the retirement system, the Board questioned if the candidate works too many hours, will they have to be in the retirement system? Some Board members feel it depends on if they work that many hours consistently. They will look into that before next meeting.

In summary, the Board discussed that the new fire Chief would be paid \$500/wk and work 25 hours. Included in those hours is office work, meetings and calls. Anything over and above would be paid on-call from payroll.

Steve Roberts said it needs to be simplified for the time sheets, and not complicated, and the Board should consider consulting an attorney about different rates and when the candidate gets those wages and for doing which duties.

The Board discussed sample job descriptions. Ricky agreed to take them home and review them. They discussed duties the candidate is expected to perform, including budget preparation and approval between the Chief and the Fire Wards.

An additional meeting was scheduled Monday March 28, 2011 to continue this discussion.

**V: ADJOURNMENT:** As there were no further matters to discuss before the board, Scott Dinsmore moved to adjourn at 8:30 pm; Dave Hewey seconded, all voted in favor.

Respectfully Submitted,

Sheila Savaria  
Recording Secretary