

# **Carrabassett Valley Selectmen's Meeting**

## **4:30 p.m. Monday December 21st 2020 at the Town Office**

### **Agenda:**

**Notice:** Please note, we are now allowed to hold public meetings allowing up to 50 people to attend. However, like entering the town office, we are requiring anyone who wishes to attend to use the hand sanitizing station at the door and to wear a mask (throw away masks are provided at the town office door also).

Depending on how many people wish to attend and concerns over COVID-19 citizens may wish to participate by **REMOTE ACCESS AS PROVIDED BELOW**. Remote Access Participants will hear all the proceedings and will be allowed to speak.

In addition, the State Legislature passed emergency legislation to allow public proceedings through remote access during the "State of Emergency" under guidelines.

### **We have set up a remote access process as follows:**

- Participants call into this number: 1-425-436-6390
- Enter code following prompts: 668536 (it will then tell you to press the # symbol)
- Once the moderator joins all those on the line can join as well---Please announce yourself when asked.

**Meeting will start at 4:30 p.m.**

Review and sign 2020 Payroll Warrants:

Review and sign 2020 Town Expenditure Warrants:

**1. MINUTES from the last meeting (December 14th are unable and will be available at the next meeting.**

**2. DISCUSSION OF A PROPOSED CHANGE IN THE JOB DESCRIPTION AND SALARY OF THE FIRE CHIEF/EMERGENCY MANAGEMENT DIRECTOR'S POSITION:** Based on significantly increased job responsibilities, we are proposing to increase this position to what has been a 20-hr a week position to an average 30-hr per-week position. The annual salary for this position in 2020 was \$28,300. We have attached a proposed new Job Description for this position and some additional information from our Fire Chief.

**3. DISCUSSION OF CREATING AN "ALMOST VOLUNTEER" POSITION OF AIRPORT MANAGER:**

We are proposing to create this position with an annual \$500/year stipend (similar to the Cemetery Sexton's position at \$350 but much more involved). As you may know, Tom Wallace, a local pilot and flight instructor has been very helpful in assisting the Town Manager (and, more importantly, the Town) in operating the airport. This position is intended to have

someone have “eyes on the ground” at the airport and assist in a number of capacities as outlined in the attached very basic Job Description. The Town Manager will still be responsible for all State and Federal grant administration and will still be involved with all capital improvement and major repair projects, administration of all airport leases, fuel sales, and general operation of the airport. Recently, we have seen more involved changes to reporting conditions on the airport (issuing NOTAM’s) and now involvement with a new G.A.R.D. system. We believe these changes along with more activity at the airport (and more to come with additional hangars) warrants this position.

**4. DISCUSSION OF POTENTIAL BUDGET ITEMS FOR THE 2021 MUNICIPAL BUDGET:** Based on the discussion at the last meeting are there additional items that should be included in the upcoming budget process. This can also be discussed in the first meeting in January as we then start putting together the proposed 2021 municipal budget.

**5. DISCUSSION OF END OF YEAR EMPLOYEE EVALUATIONS AND POSSIBLE SALARY INCREASES FOR TOWN EMPLOYEES FOR 2021.** The discussion of potential 2021 employee salary raises (first 2021 payroll would be issued on Jan. 7<sup>th</sup>). If there are employee evaluations to consider if the Board wishes, they may vote to go into executive session to discuss employee evaluations as allowed under M.R.S.A. Title 1, Section 405 (6A). A vote to go into and out of executive session (and time in and time out) must be recorded. Votes on salary decisions must be made in public.

The latest cost of living index (Northeast Region CPI-U) for the past twelve months is 1.1%.

## Dave Cota

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**From:** courtknapp@roadrunner.com  
**Sent:** Wednesday, December 16, 2020 9:09 AM  
**To:** 'towncvtm@roadrunner.com'  
**Subject:** Job Description  
**Attachments:** 2019 Salaries.docx; Job Description.docx

Dave, I have attached a job description for Fire Chief / EMA from Durham. I believe it accurately describes my duties and expectations. Whether full time or part time the requirements are still the same.

Some points I wish to make.

Many demands have increased since my appointment in 1992.

Fires and Cars accidents made up most calls for service

Now in addition we responded to lost and injured in the back country summer and winter

LP Gas emergencies are numerous.

Large Scale Emergencies such as Ski Lift Accidents.

COVID 19

Planning, Training and equipment needed requires additional effort and time.

Maine Dept. of Labor has added many Fire Safety Requirements that mandate annual implementation and documentation.

We have gone above and beyond to achieve the Shape Award.

Recruiting new members is a constant challenge.

Most recently the construction of our new MT Station involve my participation every day from early May to Mid November adding 4000 miles to my pick up.

Going forward the new station will invoke janitorial and building maintenance duties.

Another added duty is the Emergency Management function.

EMA is a constant ongoing planning task.

Let me know what you think

Courtney

## **Town of Carrabassett Valley Fire Chief/Emergency Management Director Job Description**

This position involves overseeing, management of, planning, organizing, directing, and implementing firefighting, fire prevention, emergency medical activities, and emergency management activities of the Carrabassett Valley Fire and Rescue Service to prevent or minimize the loss of life and property by fire, and other emergency situations as required. This is a salaried position. While there is no set schedule of work hours for this position, the expectation is that this will entail averaging approximately thirty hours of work per week. The annual salary will be set each year by the Board of Selectmen.

The Fire/Rescue Chief shall be appointed by the Board of Selectmen and work is performed under the general direction of the Town Manager.

### **Work involves:**

Responsibility for Fire & Rescue personnel administration including performance evaluations, hiring, promoting, terminating and discipling of all part-time and appointed Fire/Rescue personnel.

Developing Fire & Rescue procedures and insuring compliance with same; and identifying the service and policy needs of the Fire & Rescue Service and bringing the same to the attention of the Town Manager.

The Fire/Rescue Chief also holds the position of Town Emergency Management Director (General Duties & Responsibilities listed below) and Forest Warden. As the Town Emergency Management Director, this position coordinates the development of the municipal emergency management program that seeks to mitigate the effects of emergency hazards, prepares measures that will preserve life and minimize damage, coordinates responses, and provides necessary assistance during emergencies, and establishes a recovery system to return the municipality to a pre-emergency state following a major emergency.

This position is responsible for general maintenance of both of the Town's fire stations including cleaning of the facility and basic utility maintenance. This includes on-going clearing of both facilities, inspections and care of all utilities and related equipment.

The Fire/Rescue Chief is expected to proactively work closely with the Town's Code Enforcement Officer, Police Chief, Sugarloaf Mountain Corporation and all the various Home Owner Associations and Businesses in Carrabassett Valley to promote the safety of Town residents, homeowners and guests and to enforce related Federal, State and Town fire and safety requirements.

**General Duties & Responsibilities: The Fire/Rescue Chief:**

- Plans, coordinates, supervises, and evaluates Firefighting and Rescue activities.
- Establishes policies and procedures for Fire/Rescue Department operations consistent with all State and Federal laws and requirements.
- Supervises and coordinates the preparation and presentation of an annual budget for Fire/Rescue Department; directs the implementation of the Department's budgets; plans for and reviews specifications for new equipment.
- Responds to alarms and direct activities at the scene of emergencies, as required.
- Directs the operation of departmental in-service training activities.
- Prepares a variety of ~~other~~ reports as appropriate including the annual report of activities.
- Plans departmental operations with respect to equipment, apparatus, and personnel and assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for and recommends the purchase of new equipment and supplies.
- Responsible for coordination with area municipalities and rescue entities as appropriate.
- Recruits and retains on-call firefighters and EMS personnel to maintain staffing levels.
- Ensures that personnel records, including training activities, are accurate and current.
- Review and comment on public and private development projects relative to public safety issues consistent with relevant standards and codes and works closely with the Town's Code Enforcement Officer involving these activities.
- Ensures that inventories of supplies are maintained at a proper level.
- Identifies and applies for Federal, State, and local grants as applicable.
- Attends conferences and meetings to keep abreast of current trends in the field; represents the Town Fire/Rescue Department in a variety of regional, local, county, and state meetings.
- Stays abreast of State/Federal and industry standards and ensures compliance with same.
- Coordinates and performs, as needed, maintenance and repair of all department equipment and facilities.
- Conducts Fire Department pre-planning visits and on-site inspections as needed.
- Interfaces with the public and the media, as necessary, on matters pertaining to fires, fire prevention, and fire safety.
- Coordinates fire prevention and emergency medical services education to schools, residents, and businesses.
- Performs related work as required.

**General Duties & Responsibilities: The Emergency Management Director:**

- Coordinates, with the County Emergency Management Agency, the development of a Federal and State-mandated emergency operations plans for the Town and its departments, private institutions, organizations and industry.

- Coordinates the scheduling and implementation of emergency management training programs and exercises for public safety and the general public with the County Emergency Management Agency for the benefit of the Town of Carrabassett Valley.
- Develops an Emergency Operational Center (EOC) from which key government officials will exercise direction and control over emergency operations.
- Directs the EOC staffing and implements internal operating procedures to permit key local officials to conduct coordinated emergency operations.
- Provides knowledge and advice to the Town Manager and appropriate *Town* department heads, such as the Police Chief, Road Commissioner and on the special conditions and operating requirements imposed by emergencies.
- Maintains the Town alerting/warning system.
- Coordinates the identification of resources in manpower, equipment and materials for conservation and deployment during emergencies.
- Maintains the Town of Carrabassett Valley's emergency communications systems.
- Coordinates the emergency public information program for the dissemination of essential emergency information to the Town Manager, Board of Selectmen and Road Commissioner.
- Coordinates data collection required for disaster declaration and for State and Federal disaster assistance reimbursement for the Town of Carrabassett Valley in a state and/or federally declared emergency.
- Participates in the Federal and State-mandated chemical planning and response systems with procedures for emergency chemical release notification and reporting.
- Provides activity reports to the Town Manager, Board of Selectmen and County Emergency Management Agency about emergency management functions, when applicable.
- Coordinates with the Town Manager and Identifies and applies for technical and financial assistance to help defray costs incurred by the Town, when available.
- Attends conferences and meetings to keep abreast of current trends in the field; represents the Town Emergency Management department in a variety of local, county, and state meetings *as appropriate*.
- Performs related work as required.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. The above is not intended to be an exhaustive list of all responsibilities and duties required.

**General Expectations and Position Summary:**

The person filling the position must:

- Be committed to the mission of the Town.
- Work as a member of a team in the performance of duties.
- Work in harmonious relationships with all Town staff and members of the public.
- Perform duties in a conscientious, cooperative manner.

- Perform required amount of work in a timely fashion with a minimum of errors.
- Be neat and maintain a professional appearance.
- Understand and work within the Town of Carrabassett Valley Ordinances, Policies and Procedures.
- Have extensive knowledge of practices and procedures of prevention and suppression gained through experience and training.
- Have extensive knowledge and experience in firefighting equipment.
- Have a thorough knowledge of the rules and regulations of the service, fire prevention codes, ordinances, and emergency medical regulations and statutes.
- Have the ability to effectively work with and maintain good working relationships with members of the service and other town officials, State and Federal authorities, and the general public.
- Have operational level decision making skills as well as tactical and strategic planning skills. *Such skills are often used in emergency situations requiring speed and accuracy.*
- Have the ability to maintain at all times the highest form of personal and professional ethics.
- Be readily accessible and available for emergency operations coordination during declared emergency/disaster situations.

**Physical Requirements:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; and taste or smell.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee may be required to pass a fitness test as administered by the Town's contracted Workplace Healthcare Provider to ensure compliance with the physical requirements of this position.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in fire stations, office, vehicles, and outdoor settings in all weather conditions, including temperature extremes, during day and night work. Work is often performed in emergency and stressful situations. Individual *can be* is exposed to hazards associated with fighting fires, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.
- The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually quiet in the office and loud at an emergency scene.

**Qualifications:**

Progressively responsible firefighting, rescue and emergency medical experience, including supervisory and administrative responsibilities. High School graduation supplemented by specialized instruction in fire prevention, firefighting, first aid, and resuscitation techniques. Must possess and maintain valid State of Maine motor vehicle operator's license, Fire Fighter I and II certification, EMT Basic license. Must become NIMS compliant within one year of employment.

Graduation from a college with an associate's degree in fire science, or a closely related field helpful, but not required. Employees are encouraged to become certified through the Maine Fire Chief's Association.



## **Town of Carrabassett Valley Airport Manager Job Description**

Although the person in this position will be an employee of the Town, this is a somewhat volunteer position with an annual stipend that is determined annually by the Board of Selectmen.

The responsibilities of the position include:

This person will report to and work closely with the Town Manager on day to day airport operations (including observing and directing snowplow operations).

Assisting the Town with reporting Airport Notams to the appropriate F.A.A. authorities or their contractors.

Assisting the Town with fuel deliveries at the airport.

Performing periodic visual and written inspections of the airport fuel farm and reporting safety and hazardous concerns.

Performing periodic inspections of the airport runway and taxiways and reporting maintenance and safety and hazardous concerns.

Reporting airport incidents and potential concerns.

When available, assisting and directing pilots and the general public with airport related information and activities.

Assisting State and Federal aviation officials or their contractors in performing airport inspections.

Assisting the Town Manager with periodic inspections of Airport Construction projects working closely with the Town's Airport Engineering Consultant.

If willing and available, assisting the Town Manager with various airport related activities.