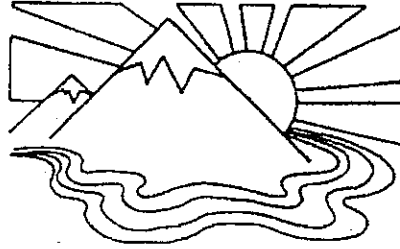


**Carrabassett Valley Select Board Meeting
4:30 p.m. Monday December 12th, 2022 at the Library Building**



The Town provides a zoom link for members of the Public to link into Town of Carrabassett Valley Select Board and other public meetings. To participate by zoom you must use the link provided in an email from the Town (this link is the same for any Town public meeting and is provided on the email in which the Board or Committee Agenda was sent out in). You may also obtain this link by sending an email to the town office (townofcv@roadrunner.com) during normal business hours.

Join Zoom Meeting:

<https://us02web.zoom.us/j/5312682243?pwd=TGxrUExKcXdqQTdlZUZhYUVteG5GZz09>

If you need to "phone in":

Dial by Phone – 1-929-205-6099 US (New York)

Meeting ID: 531 268 2243

Passcode: 04947

Review and sign Payroll Warrants: #50 (\$30,160.04)

Review and sign Expenditure Warrants #51 (\$63,552.85)

AGENDA:

THE SEALING OF THE TOWN'S 50TH ANNIVERSARY TIME CAPSULE!! Will take place at 4:30 p.m. (See attached).

1. MINUTES from previous meeting (November 28th, 2022) attached.

2. PROPOSED "WYMAN STONEY BROOK TRAILHEAD" PARKING LOT: It has always been envisioned by the Carrabassett Valley Trails Committee (CVTC) that a trailhead parking lot would be built in Wyman Township off Rt. 27 (on State Land) to accommodate the new "Stoney Brook" mountain bike trails. Attached are the current specifications to bid this construction project. The specifications call for the base for a sealed vault privy to be installed as part of the project. A decision on a privy can be made later. The specs are based on lump sum pricing and call for bids to be received no later than 4:00 p.m. Jan. 19th. The project will become part of the

CVTC collaborative. The Town will be the fiscal agent for this project. The Select Board is being asked to approve putting this project out to bid.

While the Town would be the fiscal agent for this project, it is not anticipated that the Town will be involved in funding the construction of this project (in Wyman). It is anticipated that funding will come from the State (\$10,000 was "promised"), potential Franklin County T.I.F. funds (no guarantee), club grant and club funding. It is anticipated that maintenance of the parking lot (and privy) would become part of the CVTC trail maintenance budget.

It is our understanding that an MDOT permit has been secured (for the driveway opening) and a L.U.R.C. permit application is underway. Putting the project out to bid now will provide pricing information for the project and allow for timely grant funding applications. There is no financial commitment in putting this project out to bid. Josh Tauses, Mountain Bike Trail Supervisor, will be present to discuss the project. It is anticipated that CVTC will be meeting on or about Jan. 20th to discuss this project further.

3. GOLF COURSE CAPITAL IMPROVEMENT PROJECTS: The Golf Course Greens Committee recently met to review the need for capital maintenance and improvement priorities. It is anticipated that the Committee will meet again this month to possibly make recommendations to the Select Board for potential projects for 2023. Currently, both the Town and Sugarloaf contribute \$10,000 each annually into the Golf Course Reserve Fund which has a current balance of approximately \$150,000.

4. APPOINTMENTS TO FILL CURRENT TOWN COMMITTEE AND BOARD VACANCIES: The following applicants have applied for the following positions:

2nd Alternate Planning Board Position (expires in 2024): Jim Benoit.

One Representative on the Town/CVA Operations Committee: Kelly Soutamyer, Joseph Tutlis

Two Members of the Sanitary District Trustees (expire in March): Brian Demshar and Jim Benoit

Two Members of the Recreation Committee: (one term expires in 2023 and one term could be Added to expire in 2025): Joseph Tutlis, Audrey Parks, Erica Luce DiSilvestro.

Three Members of the Zoning Board of Appeals (one term expires in 2024 and two in 2023):
Mark Green

One member of the Golf Course Greens Committee: Doris Tutlis, Brian Demshar
Past practice has been that members on this Committee either represent Sugarloaf or the Town or are members of the golf course.

Also, one member of the Comprehensive Plan Committee has recently indicated they do not wish to serve and Mark Green has volunteered to serve.

5. DISCUSSION OF INCREASING THE FIRE CHIEF/EMS DIRECTOR'S POSITION FROM A 30 HR./WK. POSITION TO A FULL TIME (40/HR./WK.) POSITION: Please find attached the current job description for this position in addition to Fire Chief/EMS Director Courtney's request.

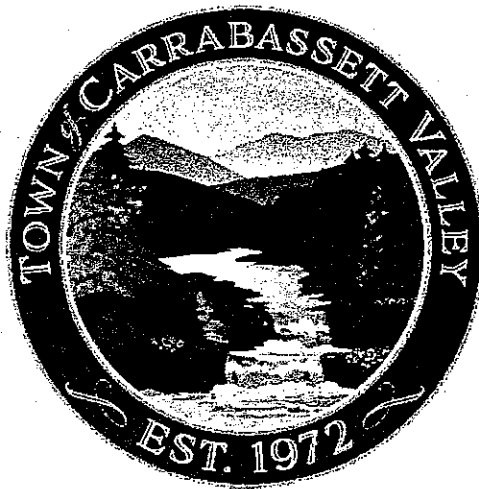
6. TOWN ACCOUNTS UPDATE: We will provide the Board with a copy and update of all of the Town's 2022 expenditure and revenue accounts.

7. INFORMATIONAL:

We have been told that the Penobscot Indian Nation Land Committee may be extending an invitation to meet with them to discuss land use permits on their land in CV. We will provide more information as it becomes available.

Golf Course Greens Committee meeting: 3:00 p.m. Dec. 21st at the Library.

Next Meeting: Monday December 19th prior to the Holidays?



THE TOWN OF CARRABASSETT VALLEY INVITES YOU
TO JOIN US ON DECEMBER 12, 2022, AT 4:30 PM AT THE
CARRABASSETT VALLEY LIBRARY TO SEAL OUR
TIME CAPSULE

**The Town of Carrabassett Valley invites you and your organization to
be a part of Carrabassett Valley's History!**

Some suggestions for items are:

*SKI AREA MEMORILBILIA, SUCH AS OLD SKI PASSES, STICKERS, TICKETS
OR BUTTONS*

*LETTERS TO THE FUTURE OWNERS OF YOUR PROPERTY, LETTERS TO
FUTURE TOWNSPEOPLE OR LETTERS FROM YOUR
CLASSROOM OR OFFICE*

PICTURES OR VIDEOS WITH A GENERAL DESCRIPTION OF THE CONTENTS

**If you have items that you wish to place in the capsule but are not able to attend the sealing of
the time capsule, please contact Wendy Russell at the Carrabassett Valley Town Office by noon**

on December 12, 2022

207-235-2645 • 207-235-2646 • townofcv@roadrunner.com

TOWN OF CARRABASSETT VALLEY
MINUTES OF THE SELECTMEN'S MEETING
November 28, 2022

Board Members Present: Bob Luce Lloyd Cuttler
 Karen Campbell Jay Reynolds
 John Beaupre

Others Present: Dave Cota Mark Humphries
 Wendy Russell Deb Bowker
 Tom Butler Karl Strand
 Sue Davis

Bob Luce opened the meeting at 4:30 p.m. and welcomed those in attendance.

Payroll warrant #43 and #45, #46 and #48 in the amounts of \$31,080.87, \$27,805.78, \$3,387.75 and \$27,597.37, respectively, were reviewed and signed by the Select Board.

Expense warrant #44, #47 and #49 in the amounts of \$106,774.06, \$185,982.07 and \$43,020.54 respectively, were reviewed and signed by the Select Board.

The Minutes of the October 24, 2022 Meeting were reviewed. Lloyd Cuttler made a motion to approve the minutes as written. Jay Reynolds seconded the motion. Motion approved with one correction.

A Public Hearing was held concerning the Retail Marijuana License Renewal for Cannabis Cured. Mark Humphries (and daughter) were in attendance to represent Cannabis Cured. The Marijuana license renewals are being managed in the same way that a liquor license renewal would be handled except that given this is the first renewal in this process a public hearing is held. John Beaupre made a motion to renew the license. Karen Campbell seconded the motion. Motion approved.

Wendy Russell updated the Select Board on the status of the Town's 50th celebration time capsule, which still has not arrived. The question is concerning the sealing of the capsule and getting the word out. At this time, the date for the sealing of the capsule has been set for December 12th, which is the next Select Board meeting.

John Beaupre provided an update on the Workforce Housing Initiative (Workforce Housing Coalition – Western Maine Mountains). The Coalition has received approval for \$308,000 from the Franklin County Commissioners. The 501C3 non-profit is in process and they hope to finish that by spring. John said they have set up a 12-person board with great representation from the communities. John noted that the best conduit for funds would be through the Town of Carrabassett Valley to act as the fiscal agent until such time that the 501C3 is enacted. Karen Campbell made a motion to approve the Town acting as fiscal agent. Lloyd Cuttler seconded the motion. Motion approved, with John Beaupre abstaining. John Beaupre also reported that Mark Green has been a great assistant, to date, to the Workforce Housing Coalition, and the group has voted to appoint Mark as the administrator to the Coalition.

Dave Cota outlined the various appointments that need to be made, due to vacancies on various boards/committees:

- AGC Operations Committee (1 position) unexpired term
- Sanitary District Trustee (1 position) unexpired term
- Zoning Appeals Board (1 position) unexpired term

- Planning Board 2nd Alternate (1 position)
- Zoning Appeals Board (2 positions)
- Budget Committee (1 position)
- Recreation Committee (1 position)
- Greens Committee (1 position)

Bob Luce noted that with the recent passing of an outstanding resident of the Town, there are voids left that the Town will struggle to fill. He asked that these positions be advertised to see if volunteers will step forward. At this time, the Select Board can appoint people to fill unexpired terms except that the position for the Sanitary Board will expire in March as this is an elected position. Dave Cota suggested that a couple of weeks be taken to inquire about the immediate openings, and they will be hopefully filled at the next meeting. Dave will get the word out about the vacancies.

Dave Cota discussed a Town Procurement Policy. The FAA is requiring a formal policy in order to approve future airport grant projects. A policy had been discussed a couple of years ago, but was not adopted at that time. Dave has provided the Select Board with a copy of a draft for discussion. Dave noted that in the past, invoices are reviewed by the department heads, the Treasurer and Town Manager, prior to the Select Board signing Expenditure Warrants. The policy needs to be formalized, however, and if acceptable to the Select Board, it can be adopted. Jay Reynolds made a motion to approve the policy as presented. Karen Campbell seconded the motion. Motion approved.

Dave Cota discussed a Tree Removal Project for the southerly entrance of the Campbell Field Road. Dave said he has had a number of comments about the visibility at that intersection and at the adjacent trail crossing on Rt. 27. Dave has requested bids for this project, and the cost would come from the remaining funds in the Summer Roads Highway Account and the Narrow-Gauge Pathway account. This would be a first step in improving visibility, and it may be necessary to move the trail further north on Rt. 27. The Select Board approved the bid received from Foster Robinson for \$4,100 to do the work as outlined in the bid specifications.

Dave Cota reported that, with a potential snowmaking project for Nordic skiing at the Outdoor Center, a hydrology study needs to be conducted for the pond, which would be the source for the water. The study would be required for DEP permitting, and likely for any grant funding. Dave has received a quote for \$5,000 – 10,000 from Meddie Perry of Vermont for this study. Sugarloaf has agreed to pay 50% of the cost. They need to look at the inflow/outflow of the pond. Dave provided the Select Board with a copy of the proposal. The study could be conducted during the winter, and the funds could come from the Select Board's contingency fund or from the Outdoor Center Facilities Account. Lloyd Cuttler made a motion to proceed with the project. Jay Reynolds seconded the motion. Motion approved.

Dave Cota reported on the status of the potential Bus Wash Project between the Town and Sugarloaf. Dave is hoping to get the plans for this project. Both the Town and Sugarloaf have made contributions to a fund in anticipation of the project, and there should be \$300,000 available in 2023. They plan to build a facility behind the Check-in Center, and there will be some sort of lease provided from Boyne. Dave hopes to get this in motion as soon as possible, in hopes that the facility could be built next summer.

Dave Cota discussed the need for a used pick-up truck, which could be used for the mountain bike trail crew in the summer and fall, and then it could be used for the Town's composting program in the winter.

The Airport pavement crack re-sealing project is in the plan for 2023.

Informational:

Elected officials need to take out their nomination papers. They will be available on November 29th and must be turned in no later than January 9th.

Sugarloaf has sent an official extension option for the Golf Course Lease. This would extend the lease to November 15, 2033.

The management plan for the Jones Public Lot has been completed and reviewed by the Forestry Committee. There is no harvesting planned for the next ten years on that lot, but some improvements and bridge work have been recommended.

The Asa Gladstein group would like to hold the Car Event again at the Airport. It would be on the morning of June 24, 2023.

Sugarloaf is planning a 2023 XTERRA trail run world championship for September 30, 2023. They may use a portion of the Narrow-Gauge Pathway for this event, as well as some of the Outdoor Center trails. This sounds like a very big event!

Dave Cota provided a copy of the letter that was sent from the Carrabassett Valley School Committee to MSAD #58's School Board with regard to the future of Mount Abram High School. Dave believes that the School Board is working to keep things going but made the Board aware of the letter. Sue Davis said that a two-year plan is in the works at this time.

Lynn Schnorr has notified the Town that she will no longer be available to record meetings for the Select Board or Planning Board after December 14th. Dave Cota is currently looking for a replacement for this position.

The next meeting is planned for December 12th. Dave would like to review the revenue and expenditure accounts, in preparation for the new budget. This next meeting will be held at the Library.

Meeting adjourned.

Respectfully submitted,
Lynn Schnorr

**Town of Carrabassett Valley
Bid for Parking Lot Construction
Stoney Brook Trail Network**

The Town of Carrabassett Valley, acting as fiscal agent for the Carrabassett Region chapter of the New England Mountain Bicycle Association, is seeking bids for construction of a parking area accessing the Stoney Brook Trail Network in Wyman Twp and Carrabassett Valley Maine. The Town reserves the right to reject any and all bids and to waive any irregularities in any bid received and to negotiate with the contractor deemed to have offered the bid that is in the best interest of the development of this project. The bid award will be based on price, schedule, and past experience (references required if requested by the Town). Bid award will also be based on obtaining funding for this project.

Bid Requirements:

All bids must be received no later than 4:00pm, Thursday Jan 19, 2023. All bids will remain unchanged prior to start and end of project. Please state bid pricing below.

Scope of Work: The successful bidder will design/build parking area of approx 140'x100' accessed with driveway of approx 75'x30', including site work for proper grading and drainages. Standing trees, brush, stumps, 4"-6" organic surface material removed. Driveway culvert installed. Sub surface fill material compacted, surfaced with finer 'driveway' grade gravel compacted. Driveway apron paved approx 8' leading off Rt 27. Larger perimeter stones placed defining edge of parking surface. Installation of small concrete out-house style box (provided by the Town). Proper erosion control techniques implemented throughout pending adequate stabilization. Responsible for safety precautions associated with all work adjacent to utility lines and Rt 27.

Materials Estimated:

900 yds Base Fill	15" – 18" depth	(4"-6") Tailings Gravel
300 yds Surface	4" – 6" depth	(1"-2") Crushed Gravel
1.5 yds Base Paved	2" depth	(19mm) w liquid binder
1.25 yds Surface Paved	1.5" depth	(12.5mm)
40 ft	15" plastic culvert	
24 large parking perimeter stones		

Insurance Requirements: Successful bidders must show proof of Contractor Liability Insurance of a minimum coverage of 1,000,000 per occurrence and 2,000,000 aggregate and must provide proof of Workers Compensation Insurance for employees employed during project.

Schedule of Work: Project may begin pending final permitting acquired by the Town. Anticipated start May 15, 2023. Project will be complete by June 23, 2023.

Site Visit: Bidders are requested to do a walking site visit prior to submitting a bid to fully understand location, land characteristics, and scope of work. See maps below. Please refer all

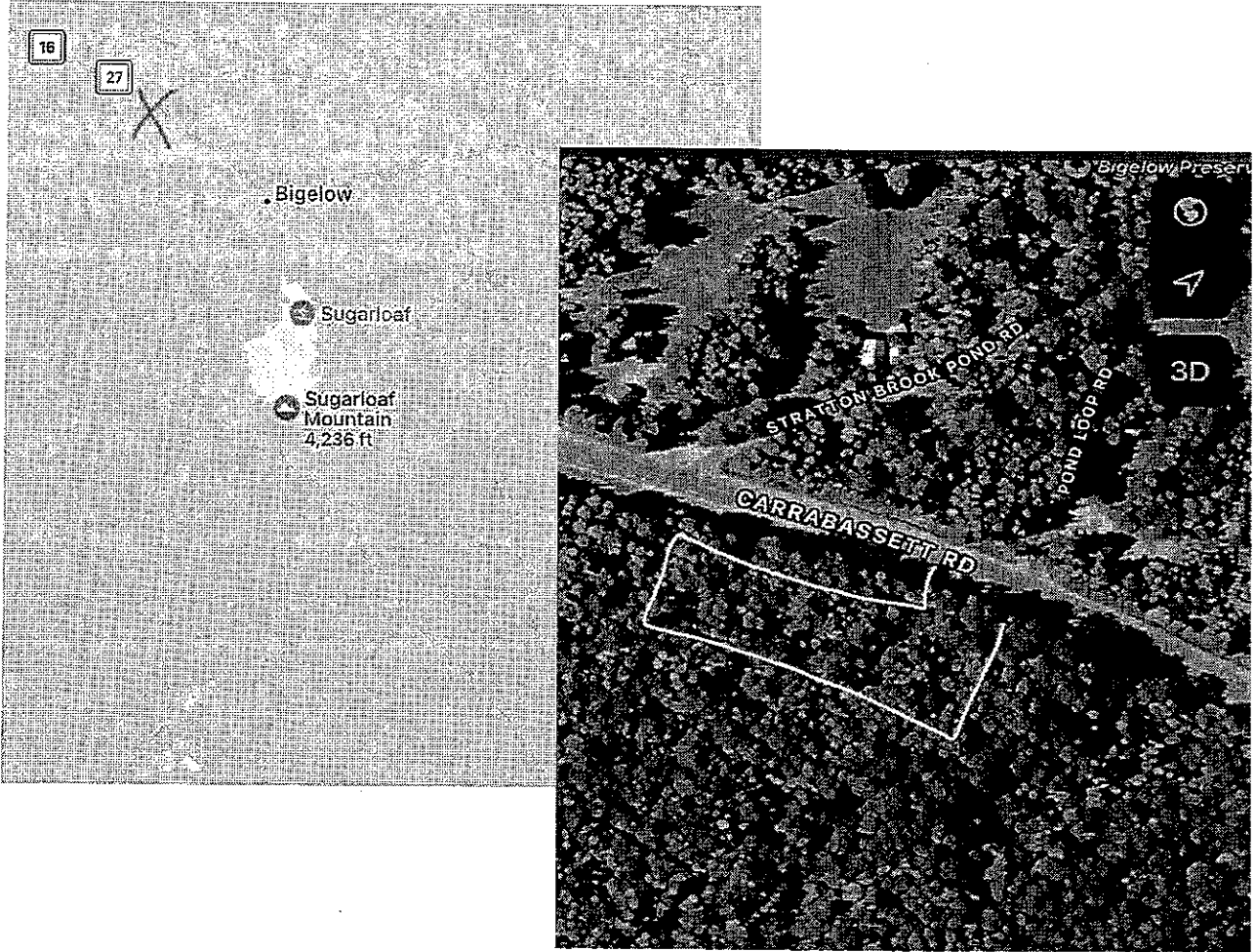
questions to Town Mountain Bike Trails Manager Joshua Tauses at 207-491-9932 or shuatauses@gmail.com.

Site Work Materials (Trees, Stumps, Organic) Removed: \$ _____
Site Work (Grading, Drainage, Gravel, Culvert, Parking Stones, Toilet Box,
Pavement, Erosion Controls) Installed: \$ _____

Materials (Gravel) \$ _____
Materials (Pavement) \$ _____
Mobilization/Trucking \$ _____

Total Sum Bid Amount: \$ _____

Please mail or drop off bids to the Carrabassett Valley Town Office (1001 Carriage Rd, Carrabassett Valley, Maine 04947) Attn: Parking Lot Construction. Bid may also be emailed to Town Manager Dave Cota at towncvtn@roadrunner.com. Thank you for your interest in this project.





**Nomination Papers for the following Town of Carrabassett Valley
Elected Officials are available at the Town Office starting November 29, 2022.**

(1) Three-Year Select Board Position

(2) Three-Year School Committee Positions

(1) Three-Year Sanitary District Trustee Position

(1) One-Two Year Sanitary District Trustee Position

**Nomination Papers must be returned to the Town Office no later than
4:00 pm January 9, 2023**

**Also, the Select Board is looking to fill the following immediate volunteer vacancies on
various Town Boards and Committees:**

(1) Town Representative on the Town/CVA AGC Operations Committee

**(1) Sanitary District Trustees Position—expires in March
(then a two-year term to be elected, see above)**

(1) Zoning Appeals Board Position (we no longer have a quorum) -Expires in 2024

Other Vacancies:

(1) Planning Board 2nd Alternate Position—expires in March 2024

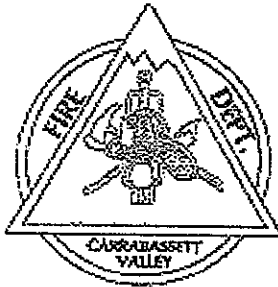
(2) Zoning Appeals Board Positions—expiring in March 2023

(1) Budget Committee Member—expires March 2023

(1) Recreation Committee Member—expires March 2023

(1) Greens Committee Member

Interested citizens for the above Boards and Committees must fill out an application which can be found on the Town's website at www.carrabassettvalley.org, or at the Town Office.



Courtney Knapp
FIRE CHIEF
255-2991

Carrabassett Valley

FIRE DEPARTMENT

CARRABASSETT VALLEY, ME 04947

Dave, Just to follow up on our conversation regarding salary for the coming year. As we discussed, my responsibilities as Fire Chief increased significantly over the past couple of years. Since retiring from Jordan Lumber in December of 2021 I have been station coverage 5 days a week allowing me to immediately respond to calls for service and put more effort toward many maintenance issues and dealing with the manpower shortages. I am working closely with several agencies such as Sugarloaf Mt. Maine Warden Service, Maine Forest Service and Maine Fire Service Institute to develop ongoing training programs that give us and our mutual aid partners better skills to perform our duties. I just got word we will receive nearly \$8000 that will cover the cost of a Hazmat Operation Training Class to be held at our Mt Station Feb 18th and 19th. This training is required to respond to Propane Emergencies. Several area Fire Departments will participate. Our biggest challenge is staffing. I am working every day to recruit new folks. Several of our neighboring towns are putting per diem fire fighters in their stations 5 days a week. Rangeley, Anson, Norridgewock, and Farmington have full-time staffing. Eustis has per diem 5 days a week. I am also providing maintenance and janitorial duties for our new station. In addition to providing station coverage and administration 5 days a week I am on call nearly 128 hours a week where most that work 40 hours a week have no obligation after their workday. When the town boosted my wage to \$42,000 in 2021 that was based on 30 hours. I hope you and the select board will agree to a \$14,000 increase for the 40 + hr. work week. Thanks for your support

Courtney Knapp
Fire Chief/EMA Director
Town Of Carrabassett Valley

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.
- 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.