

BOS Meeting Minutes
03/20/2023
Meeting Called to Order: 4:00 PM

- Change Gail's position to Office Assistant Trainee and Gail's start date changed from 04/20/2023 to 03/20/2023

*****Don motion to accept amended minutes, Walt seconded. Motion Carried.**

Present: Walt Emmons, Don Rush, Wayne Nason, Sara Torbett, Gail Januskiewicz, Carol Cress.

Guest: Mike Harris.

Sara Update:

- Signed up for Tax classes March 30th.
- Handed in audit Report.
- Discussion with Gail welcoming her. BOS pointed out her position will be Office Assistant Trainee. Gail will attend BMV training on 3/21 and 3/22.

Carol Update:

- Dave Welsh, Maine IT Services, gave suggestions/cost for new computer tower and laptop. Total cost: \$1541.92.
- Carol will work with Gail on training.
- Gail Januskiewicz position per job description should be changed.

***** Wayne Motion: Purchase HP Pavilion tower and laptop from Dave Welsh, Maine IT Services, cost: \$1541.92. Don seconded. Motion Passed.**

BOS:

- BOS decided to amend Gail's Job description position to Office Assistant Trainee as described on 03/06/2023 minutes.
- Needs to come up with Job Description for Gail's position as Office Assistant Trainee. Don will come up with job description.
- Don will call John Arno.

***** Don Motion: Have a camera installed in the TR/TX office. Walt Seconded. Motion Passed.**

Mike Harris:

- Garage Door at FD repair/opener cost From Emery PDQ price: \$9126.57. Garage Door at FD repair/opener cost From Mike, Fregerson price: \$7220.20.
- FD will need pagers.
- About 6 people want to join FD.
- Need to ask Brenda for the return of all equipment from past members to FD.
- Need employment application from town to hire on new members. Wayne will come up with application for the Town of Sebec.
- Will check driver's records for members.
- Presented proposed wages for FD year 2023. See Attached.
- Hose testing will be done on 04/23/2023.
- Goal: to have 10 active members by fall.
- Asked what spending limit he can have without BOS approval. BOS decided \$1500.00.

*****Don motion: To accept proposed wages for FD as presented. Walt seconded motion. Motion Carried.**

***** Wayne Motion: Go with Fergerson Door estimate for Garage Door Opener/Install for no more than \$7500.00. Don seconded motion. Motion carried.**

Adjourned @ 6:40 PM

Proposed Wages for 2023

Sebec Municipal Fire Department

1. Fire Chief- \$5500.00
2. Asst. Chief- \$2500.00
3. Captain-\$1000.00
4. Lieutenant-\$500.00
5. Secretary-\$500.00
6. Driver/Engineer-\$500.00
7. Firefighter-\$13.80/HR

I would propose that the officers of the department are paid a stipend of the above proposal. I would suggest that the officers are paid ½ in first quarter of the year and the other ½ in the last quarter of the year. On top of their Stipends Officers will be paid an hourly rate of 13.80/HR for each call they respond to along with fire department members and payroll will be done once a month. Records will be kept of each call and those responding will be marked down and signed off by the chief.

I also would recommend a training stipend to all members that attend at minimum 40 hours of training in a year. I would recommend a stipend of \$500.00 to all members attending at least 40 hours of training. The Asst. Chief will be the training officer for the department and will document and keep record of all trainings and who is in attendance.

*****Don motion: 03/20/2023 to accept proposed wages for FD as presented. Walt seconded motion. Motion Carried.**