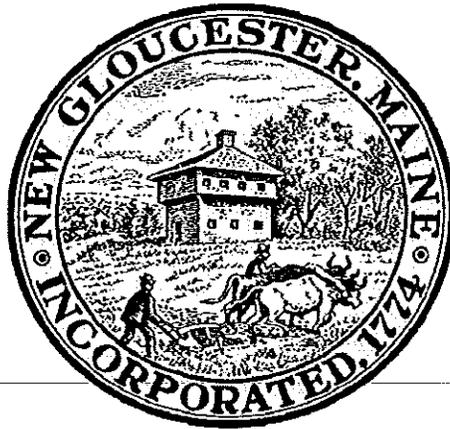


Town of New Gloucester



Public Safety Department Meetings, Trainings and Details Policy

Adopted: June 17, 2019

Public Safety Department Meetings, Trainings and Details Policy

PURPOSE: This policy shall serve to identify and define activities that qualify for compensation under the Fire and Rescue Compensation Policy. This policy will ensure that all members of the New Gloucester Fire and Rescue Department understand what departmental activities qualify for compensation and the procedures to follow. All activities listed in this policy shall be reviewed and approved by the Chief of the Department prior to scheduling, occurring and submission for compensation. Any activity not included in this policy will be considered on a case-by-case basis by the Chief of the Department and approved or disapproved at the chief's discretion.

MEETINGS: Meetings are gatherings of two or more members and/or invited guests that have been convened for the common goal of sharing information or reaching agreement. Meetings are activities scheduled by the Chief of the Department. Meetings may be individual, department groups or the entire department. The duration of meetings vary, but shall not exceed 2 hours unless previously reviewed and approved by the Chief of the Department. Meetings shall be conducted in a timely manner to adhere to the time limitations of this policy. All meetings shall be noticed and open to the public. Types of meetings qualifying for compensation are as follows:

- 1) **Monthly Meeting:** Held one time annually per month to discuss department business with entire department staff. Department staff includes all personnel.
- 2) **Officer's Meeting:** Held immediately after the monthly meeting. Additional Officer's Meetings may be held as scheduled by and at the discretion of the Chief of the Department. This meeting consists of matters relating to management concerns. Department members and the public are welcome to attend but are not allowed to participate. Only officers are eligible for compensation.

All meetings require a sign-in sheet; each attendee must sign in to be eligible for compensation.

Requested meetings not defined above require written submission of meeting content, time and facilitator to the Chief of the Department for review and approval. Only after Chief of the Department approval, shall the meeting be scheduled and noticed for the affected individuals.

TRAININGS: Trainings are exercises or classes conducted for department personnel. Trainings are scheduled and approved by the Chief of the Department. Duration of trainings vary, but shall not exceed 2 hours unless previously reviewed and approved by the Chief of the Department. Trainings shall be conducted in a timely manner to adhere to the time limitations of this policy. All trainings shall be noticed and open to the public. Types of trainings qualifying for compensation are as follows:

1) **Specific Trainings:** Approved by the Chief of the Department. Examples of personnel specific trainings are, but not limited to, the following:

- A) Apparatus/Rescue Driving Experience
- B) Fire/Rescue Equipment Familiarization
- C) Pump Operations
- D) Basic Firefighting

2) **Specialty Training:** Topic specific trainings that are scheduled by the Chief of the Department for specific personnel or entire department staff. These trainings meet department needs or State requirements. Time frames of these trainings vary. Examples of specialty trainings are, but not limited to, the following:

- A) Live Fire Training
- B) Extrication
- C) EMS Advanced Life Support Trainings
- D) CPR
- E) HazMat

All Specialty Training is reviewed and approved by the Chief of the Department to determine the need, benefit to the department, and the availability of funds.

DETAILS: Details are specific duties that are assigned to department personnel to meet public requests and department functions. Details are approved and scheduled by the Chief of the Department. The number of personnel to perform these details vary and will be determined by the Chief of the Department. Examples of such details are, but not limited to, the following:

Special Staffing Requests:

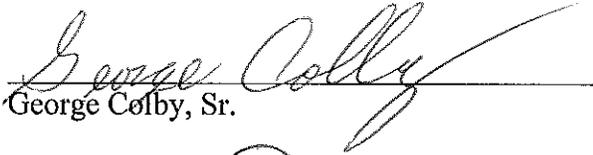
1) **Fire Prevention:** Personnel scheduled by the Chief of the Department to attend and perform Fire Prevention activities for local schools and organizations. All Fire Prevention details are approved by and scheduled by the Chief of the Department.

2) **Miscellaneous Details:** Miscellaneous details are scheduled and approved by the Chief of the Department on a case by case basis. Detail duration varies. Examples of such details are, but not limited to, the following:

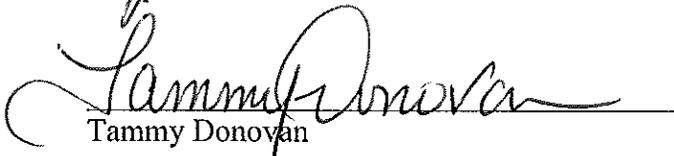
- A) Public Safety Department Equipment Maintenance
- B) Surrounding Department's Station Coverage

Signed and approved by the Board of Selectmen on June 17, 2019.


Linda Chase, CHAIRMAN


George Colby, Sr.


Joseph Davis


Tammy Donovan


Karen Gilles, VICE-CHAIRMAN