

## **TOWN OF FIFIELD SPECIAL BOARD MEETING**

### **Minutes of June 22, 2023**

The meeting was brought to order on June 22<sup>nd</sup>, 2023 at 6:03 PM at the Fifield Town Hall

**ROLL CALL:** Present: W. Felch, A. Sloane, J. Smith, C. Pagel and K. Kleinschmidt. No public.

**VERIFICATION OF PUBLIC POSTING:** This meeting was posted on the Town's website, at the Town Hall, the Post Office and at the Pike Lake Fire Hall.

**Description of Fifield's HR Program and Functions:** C. Pagel gave the Board a copy of the Statement of Understanding and the HR Job Description. C. Pagel described her role as an employee liaison whom handles employment issues only. Another area HR deals with is FMLA. She informed the Board that being a government agency the Town is a covered employer.

**Review Progress on List of Goals/Projects Created in 2019:** C. Pagel gave the Board a list of Initial Items to address when she started as HR and the items that have been added on since. One of the items is, would like to see continuing board education, another is type up a "job description" to hand out to new board members and anyone considering running for the position.

**Discuss Completion of Goals/Projects List:** An updated as of 6-22-23 Human Resources List of Concerns was given to the board members. Went over items that are in progress and items that have been finalized.

**HR's Comments on Board Responsibility/Involvement:** HR is here to protect the Town, but the Town has to set and follow protocol.

**Review / Discuss / Approve Fire and EMS Policies & Procedures:** After review and some discussion a **MOTION** was made by J. Smith and A. Sloane to accept and approve the Fire & Rescue Policies and Procedures as presented. VV 3-0

**Set Timeline for Distribution of P & P Document to Fire and EMS Personnel:** The Clerk will make copies of the packets and have them ready to be handed out at the various July meetings/trainings.

**Discuss Other Documents / Training from HR to Fire / EMS !&2** After discussion on who should hand out the P & P documents to new hires, a **MOTION** was made by A. Sloane and J. Smith that HR should hand out the P & P document along with all payroll documents, to keep consistency. New hires should then give the signed acknowledgement page back to HR.

**Schedule Follow-Up HR Training with the Board, Optional:** Nothing has be set up for another training session at this time.

**ADJOURN:** A **MOTION** was made to adjourn at 8:03 PM by J. Smith and A. Sloane, motion carried.

Respectfully submitted,

Kelly E. Kleinschmidt, Town of Fifield Clerk/Treasurer

8/9/2023