



OFFICE OF THE BOARD OF SELECTMEN

30 Providence Road
Grafton, MA 01519
(508) 839-5335
BOSGroup@grafton-ma.gov
www.grafton-ma.gov

*Sargon Hanna, Chairman
Craig Dauphinais, Vice Chair
Jennifer Thomas, Clerk
Bruce Spinney, III
Edward Prisby*

Adopted: March 19, 2019

**BOARD OF SELECTMEN
CHARGE**

NAME: Fire Department Study Committee

MEMBERSHIP: 9 members
One member of each Fire Company (3 total), Two members in leadership positions with the Fire Department, One member of the Board of Selectmen
Three Members-At-Large

TIMETABLE: To begin upon appointment for a 1-year term or until the Committee has met its charge and disbanded by the Board of Selectmen. Expected that the charge will take 6-9 months to complete.

Section 1. The Board of Selectmen shall establish and appoint a committee to be known as the Fire Study Committee, composed of 9 members as described above. Members should have some experience and knowledge with public safety operations.

Section 2. The Committee shall review the Fire Staffing Study Report completed by Municipal Resources Inc. (MRI) The Committee shall analyze the objectives and recommendations made in the report (attached to this document). Committee shall recommend and prioritize the implementation of these recommendations and present such findings to the Board of Selectmen.

The Committee shall consider the following strategy in reviewing the report:

- Approach recommendations strategically and in a systematic manner.
- Use them as the basis for the development of a long-range strategic plan for change and improvement.
- Break them down into reasonably sized components. Categorize them as short-term and long-term and/or high-priority and low-priority. This will allow a clear implementation plan to emerge that considers things such as which items can be accomplished within existing resources, and which items will require additional funding and/or time to accomplish in the coming years.

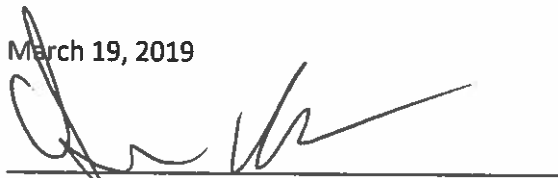
- Refer to them when making various recommendations, check them off as they are accomplished, revise the plan as necessary moving forward just making sure to maintain forward progress and most importantly, recognize the positive achievements publicly.

Section 3. The Committee shall hold at least two (2) public hearings prior to submitting their findings to the Board of Selectmen to hear concerns, questions or other recommendations from the community on this matter. There will be others who have an interest in these meetings that are not able to serve on the committee. Every attempt should be made to include comments from those who attend meetings. The easiest way to ensure this is to include a "public comment" section on each agenda.

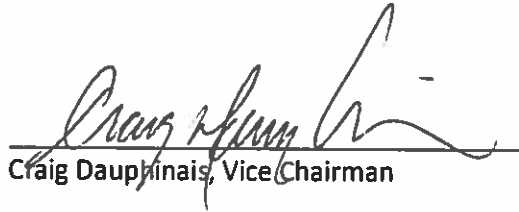
Section 4. Findings shall be presented at a formal meeting of the Board of Selectmen and written recommendations for implementation will be provided. The Board will discuss and decide on a path forward in consultation with the Town Administrator.

Attached to this document are the MRI objectives and recommendations that were a part of the staffing study report. This document will be made available electronically to all members of the committee.

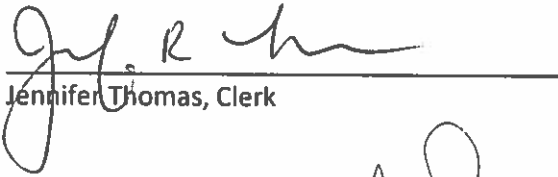
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Sargon Hanna, Chairman



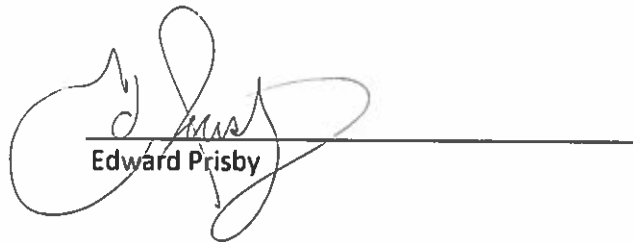
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