

NOTICE

Board of Selectmen Meeting

The Board of Selectmen will hold a Special Meeting on Wednesday, March 5th, 2014 at the Island Hall beginning at 6:00pm.

First Order of Business: Call meeting to order

Second Order of Business:

To Have the Board of Selectmen hear from members of the Fire and Rescue Department regarding departmental structure, operations, and relationships as follows:

1. EMS License and Quality Improvement Concerns
 - Maine State EMS Licensing
 - Southern Maine EMS Role
 - QI Policy and Plan
 - HIPAA
 - Satisfaction survey
2. Organization Chart Improvement and Update
 - Who reports to whom
 - Personnel Management
 - Need for coordinated job description updates
3. Departmental Communications
 - Communication methods
 - HIPPA
 - Inclusion of department head in processes
 - External communication and expertise
 - Bidirectional support
 - Elimination of rumors
 - Minutes of meetings
4. Budgetary Improvement
 - Budget – Departmental planning and oversight
 - Budget - Detailed departmental actual expenditures
 - Stipends
 - Confirmation of payables/receivables sent to department head
 - Confirmation of bills paid sent to department head
 - Method of purchase tracking and purchase planning

Some sub-headings removed to allow for a single page meeting notice, but will be discussed.

Third Order of Business: Other Business

Fourth Order of Business: Adjourn Meeting