

APPROVED
Human Resources Board of Chilmark
Meeting Minutes
May 17, 2019

Present: Jennie Greene, Chair, Bruce Golden, Don Leopold

Not present: Molly Glasgow, Jim Malkin, Selectmens' Representative; Chuck Hodgkinson, Employee Representative

Public/ Board or Comm. Members:

Staff: Jennifer Christy, Admin. Asst, Ellen Biskis, Town Accountant

Meeting called to order at 8:00AM

Minutes:

- May 2 & 9, 2019: The minutes were reviewed and approved as written.

Fire Department Chief Position Description Update:

- The Board reviewed the final draft of the job description.
- Discussion occurred regarding the inclusion of the Chilmark FD Core Values.
 - It was decided to include the Fire Dept.'s Core Value document as an appendix.
- Various other minor changes were made and it was also recommended to include a star after Board of Selectmen (BOS), in section II APPOINTING AUTHORITY referring to the Town's staff organizational structure document.
- Discussion occurred regarding the proposed requirement of a Commercial Driver's License (CDL).
 - No action was taken to change the description to remove this requirement.
- A motion was made to recommend the job description to the Board of Selectmen. The motion was seconded and the vote on the motion was unanimous.

Topics Not Anticipated by the Board at the Time of Posting:

Next Meetings:

- Thursday, June 6, 2019, 8AM

Documents:

- HRB Procedures Manual
- HRB Bylaw
- Fire Chief job description

Meeting adjourned at 8:40AM