



**Office of Board of Selectmen
Town of Mason**

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Selectmen / FD Staff Meeting 3/22/2022
Approved Minutes

Present: Selectmen Kate Batcheller, John Suiter; Admin Asst Jen Tenney; Fire Chief Tony Burns

Called to Order: The meeting was called to order at 7:04pm by Chair Kate Batcheller, attendance was taken by roll call as reflected above

Meeting Discussion:

- Budget – overall no concerns
 - 4220-32 is high due to heating fuel being filled twice so far in 2022
- Personnel
 - Fire Chief Tony Burns explained the difference between an assistant chief and a deputy chief job description. Fire Chief has provided a deputy chief job description to Deputy Chief Eric Rantamaki.
- EMD
 - Emergency Plan – the last time the plan was updated was 2010. This will remain an ongoing project to update
- Misc
 - Kate will update Eversource's alternate ERP Contact with Chief's contact info
 - Microsoft licenses were discussed in order to update current Microtime contract
 - Grant Writer
 - Plans to come visit the town. Contract will be forwarded to Accountant Brenda Wiley and Admin Asst Jen
 - Chief to give Selectmen an update on grant progress either monthly or quarterly at the Fire Department staff meetings
 - Chief is in the process of setting up a CDL training center at the Fire Department
 - Chief will attend the NHPW Mutual Aid Zoom meeting tomorrow

Adjournment: There being no further business, Kate motioned to adjourn, second from John. Roll call vote Kate-aye, John-aye. Meeting adjourned at 7:26pm.

Respectfully Submitted,
Jennifer Tenney
BOS Administrative Assistant