

Policy Advisory Committee Minutes for March 7, 2018
976 Main Street, Freedom Hall, Cotuit, Massachusetts

Called to Order at 5:30 p.m.

Present:

Lisa Mycock-Kelly -Prudential, Cynthia Gardner-resident, Amy Kates-resident, Adam Zais-Fire Commissioner, Thomas Hoppensteadt-Water Commissioner sitting in for Victor Mastro

Elect Chairman:

Ms. Mycock- Kelly stated that the Cotuit Fire District bylaws require a representative of the Prudential Committee to serve as the Chairperson for purposes of initiating the first meeting. Ms. Mycock- Kelly asked if anyone would like to be nominated for Chair. Amy Kates nominated Ms. Gardner; it was seconded, and passed unanimously.

Elect Clerk:

Chairperson asked if there were any volunteers for the position of Clerk. Ms. Mycock-Kelly volunteered, and a motion was made and seconded for Ms. Mycock- Kelly to become Clerk for the committee, all were in favor.

Commissioner Zais asked if the recordings from Policy Committee will be posted on the website. The answer was yes. Ms. Mycock- Kelly will send the audio to drop box, Commissioner Zais will post the audio.

Discussions of Policies:

Ms. Gardner asked if anyone had any policies to add to the agenda. Commissioner Zais asked if there were pre-existing set of policies. Ms. Gardner responded that last year's committee worked on job descriptions and the water rate survey, this year there is nothing on the table to be followed through with.

Ms. Kates not sure if due diligence was done with coming up with a Family Medical Leave policy, she would like this committee to take a look at that. Ms. Gardner would like to look at Family Medical Leave (FML), and creating a Sick Leave policy. Commissioner Hoppensteadt stated the Water Department employees have sick time addressed in the employee handbook. Commissioner Zais added the Firefighters sick leave is addressed in their contract. Ms. Gardner added, but others who are non-union in the department should also have a policy. Ms. Gardner wants policies to eliminate abuse and misuse.

Commissioner Hoppensteadt from the Water Committee would like to look into the need for hiring an Assistant Superintendent for the expressed purpose of maintaining a sustaining work force, regardless of any unforeseen changes.

Ms. Gardner would like to see a Bylaw for this Committee and the Bylaw Committee, which would address meetings being held within a certain time frame after the annual meeting. Discussions were held about Sick Leave Policies and FML. This Committee will need to look into what current policies are in place and what other surrounding communities have for polices. Ms. Gardner feels that there needs to be a policy on how an individual takes their sick days, which then would

determine how an employee could receive paid time off instead of leave without pay while out on FML. A policy needs to be in place explaining requirements for FML. Ms. Kates asked if it should be district wide or department specific, Commissioner Zais feels it should be district wide. Commissioner Zais reminded the committee they can't create a policy that supersedes the firefighter's contract. Ms. Gardner said it would not supersede the contract. Ms. Mycock-Kelly asked if there were any other policies to look at. Ms. Gardner reminded the committee that she would like to see a policy in the by-laws to indicate that the Policy Advisory Committee would meet within the first quarter of the fiscal year. Commissioner Zais agreed that the committee should recommend to the By-Law committee that this committee meet during the first quarter of the fiscal year. If the By-Law Committee doesn't bring it forward, Ms. Kates suggested asking Prudential Committee to bring it forward. This committee doesn't make policy; it is a study/work committee which makes suggestions and reports their recommendations to the Prudential Committee.

In review possible policies to create:

- Sick Leave Policy
- FML Policy
- By-law to address timeframe for the first meeting of committees
- Adequate positions to maintain fire/water on a sustainable basis and an adequate succession plan for leadership positions.

Next meeting will be held Tuesday, March 20th at 7:00 p.m.

Motion made to adjourn, second, all in favor