



# TOWN OF TOPSFIELD

## OFFICE OF THE SELECTMEN & TOWN ADMINISTRATOR

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Board of Selectmen

### **CHARTER FOR 24/7 FIRE SERVICES STUDY COMMITTEE**

(Voted June 8, 2015)

#### **CITIZEN PETITION:**

To see if the Town will vote to raise and assess or transfer from available funds and appropriate a sum of money to be expended by the Board of Selectmen, with the advice of the Fire Chief, to fund a 24 hour, seven days per week staffing of the Fire Department for the delivery of fire related duties and emergency medical services to the residents of Topsfield by hiring four additional full time firefighters.

#### **MOTION APPROVED BY TOWN MEETING:**

Recommended that a Committee of seven (7) be formed, by appointment of the Board of Selectmen, to study the matter and report back to the Selectmen no later than November 1, 2015; and if the matter is supported by the Committee, to be considered in the Fiscal Year 2017 town's budget process.

#### **A. PURPOSE:**

By vote of the Town Meeting, the Town of Topsfield, Massachusetts shall establish a "Fire Department Study Committee" (composed of seven individuals) to review the existing fire department services and emergency medical response services in Topsfield and make recommendations regarding a 24 hour, seven days per week Fire Department.

The Committee shall gather data from various sources, including town officials, employees, citizens, State officials, consultants, and others. The Committee will collect and analyze the information and provide a preliminary report to Selectmen by October 1, 2015 and a final report by November 1, 2015.

#### **B. DUTIES:**

The Committee shall determine what, if any, recommended changes should be supported and recommended to the Board of Selectmen. In order to accomplish this objective, the Committee will research and collect data to effectively report on the current operation, organization and activities of the Topsfield Fire Department. The final report should include an overview of available models and outline some of the main advantages and disadvantages of the options.

The Committee is encouraged to consult with subject matter experts (where applicable); to collect and research data available through various resources in the Town and at the Regional Emergency Communications Center; and, to consult with Town officials as needed for data collection and information gathering.

The Committee should be aware that Town employees are available to assist and that administrative support, if needed, is available through the Town Administrator's Office.

The Committee shall perform research in such areas as:

- Department Call Volumes & Response Time Statistics
- Staffing Levels
- Financial/Budgetary Impacts
- Community Comparisons

### **C. REPORTING SCHEDULE & RECOMMENDATIONS**

As a result of the above fact-finding and review process, the committee will provide the following deliverables to the Board of Selectmen:

1. Draft a preliminary report and meet with the Board of Selectmen to present initial findings and recommendations at its scheduled meeting on Monday, September 28, 2015.
2. Deliver a final report to the Town Administrator/Board of Selectmen's Office by Wednesday, October 28, 2015 for review by the Board of Selectmen.
3. Present a final report and recommendations to the Board of Selectmen at its scheduled meeting on Monday, November 2, 2015.

### **D. MEMBERSHIP OF COMMITTEE**

Seven (7) Committee members shall be appointed by the Board of Selectmen. Once the Committee members are appointed by the Board of Selectmen, a chairperson, vice-chairperson, and recording clerk shall be elected by majority vote of the Committee members present.

### **E. MEETINGS**

The Committee shall arrange a meeting schedule, comply with the Open Meeting Law of Massachusetts and the following guidelines:

1. **Quorum:** The Committee shall not meet or conduct business without the presence of a quorum. A majority, four (4), of the voting members of the Committee shall constitute a quorum.
2. **Open Posted Meetings:** In compliance with Open Meeting Law, all Committee Meeting Agendas will be posted with the Town Clerk at least 48 hours in advance (excluding holidays and weekends).
3. **Meeting Minutes:** Minutes of the meetings shall be taken, and copies shall be provided to the Selectmen and electronically to the webmaster to be placed on the Town website.
4. **Term:** The Committee shall serve as an ad hoc Committee for such time as seen fit by the Selectmen and may be dissolved at any time.

**Approved by Board of Selectmen on the 8<sup>th</sup> day of June, 2015.**