

MINUTES OF THE WORK SESSION OF THE BOARD OF GOVERNORS OF THE  
MILFORD AREA COMMUNICATIONS CENTER  
VIA ZOOM (AMIDST THE GOVERNOR COVID-19 INSTRUCTIONS)  
July 16, 2020

**PRESENT:** Jay Wilson, BOG Chairman, Town of Mont Vernon  
Craig Frye, BOG Vice Chairman, Town of Milford (arrived 9:45 am)  
Eric Olesen, BOG Member, Town of Wilton  
Darlene Bouffard, Recording Secretary

**EXCUSED:** Jason Johnson, MACC Director

**Others in attendance:** E. Schelberg, Ambulance Director  
K. Roberge, Mont Vernon Selectman Rep  
Fire Chief Don Nourse

**1. Call to Order:**

The work session was called to order at 9:35 am by J. Wilson, seconded by E. Olesen. C. Frye was running late and on his way. J. Wilson explained today's meeting is simply a work session to review the chapters that have been typed for the MACC Employee Manual and make any changes or corrections. The accounting firm was approved at the last meeting and today the form needs signatures in order to finalize that contract. E. Olesen signed the paper-work and then passed to Chairman Wilson for signature; two signatures are required.

Review of Employee Manual. E. Olesen noted a few typographical corrections to be made in Chapter 1 and Chapter 2. C. Frye arrived at 9:45, and asked about the use of MACC versus Management in the Employee Manual, it should be one or the other. This was discussed and it was determined that in some instances it would be Management and in other instances it should go to the MACC BOG for a decision. During the Zoom meeting, Darlene requested (via Chat) that any changes be made on the hard copy of Chapters 1, 2 or 3 and provided for her to amend.

J. Wilson stated today the BOG is reviewing some updates to the Employee Manual to finalize it at the next regular meeting. C. Frye indicated additional corrections or amendments are needed. E. Olesen suggested that there should be a description of terminology at the beginning of the Manual for clarity. E. Olesen suggested the term "MACC" is the entity, and the "Director" of MACC would make the decisions and if there was a question, he would come to the BOG of MACC. J. Wilson said that can be looked at for the whole document and also look at what does the BOG consider a policy. E. Olesen said each definition should be spelled out at the beginning of the document. J. Wilson also noted the BOG needs to decide what is in the Employee Manual versus what is a Policy. E. Olesen said we were going to go through the old document and then decide what is a policy and what is in the manual.

E. Olesen said medication taken (by employees) needs to be clarified, some medication is considered "a controlled substance" and the way this is written if an employee takes certain medications, they are not able to come to work after taking it. J. Wilson said controlled drugs has to be defined and add any controlled drugs which may have a side effect while on duty should be defined. The supervisor should be notified immediately if that is encountered by another employee. J. Wilson said accountability is big, in the Director's absence the supervisor should be notified; if the supervisor and the Director are both not available then what? It needs to be reported to the BOG. The organization must be protected. J. Wilson will leave the marked up document for J. Johnson to give to Darlene for correction.

C. Frye said anything that gets into specific conduct cannot be discussed, that should be in non-public session. E. Olesen said we can express a concern, this is just a policy it is not about anyone in particular. Each specific situation becomes a personnel matter. C. Frye said there should be a verbal reprimand first, he does not feel a written report is necessary. J. Wilson feels a written reprimand can be through email. C. Frye feels if it is a violation, it needs to be reported. It should be good enough that if you do not show up for work, you are in trouble. If someone gets to work late, they will need to use time off to cover the time they were not there.

Kim Roberge signed into the meeting. J. Wilson said he feels it is important for the employee to notify their supervisor why they were late. When this manual was originally put together, email was not a big thing. C. Frye said if

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someone needs to leave early, they do not always give a reason of why, but he feels they should submit a written report or emailed communication to the supervisor. C. Frye asked if a text would be acceptable? J. Wilson does not feel a text is adequate since it does not go on the record; if a text is sent, the employee is unwilling to put it on the record. Someone needs to provide a reason why they are running late or leaving early.


Discussion ensued about the Revision date in the Employee Manual, will that have a new 2020 date? J. Wilson asked if we want to change each page for that, or just put a revision date in the footer of the document when it is complete and approved? If it is a footer, it covers the whole thing. C. Frye suggested staying away from the word "policy" in this document. There were some sections that require an entire re-write (such as probation period and applying for internal positions). Employee suspension was discussed briefly regarding job postings and eligibility to apply if suspended.


Personal data was requested to be changed to have it updated within 20 days of the change. Probationary period was requested to be changed to 180 days; performance evaluations was suggested to be changed to January and February for all employees. Chapters 1 and 2 were reviewed and corrections made at today's work session; Chapter 3 will be reviewed at the next work session.

Adjournment: E. Olesen moved to adjourn at 11:40 a.m. C. Frye seconded. A poll was taken: J. Wilson yes; C. Frye yes; E. Olesen yes. All were in favor, motion passed. Work Session was adjourned.

Respectfully Submitted,

Darlene J. Bouffard  
Recording Secretary

  
Chairman, Jay Wilson

 *C. Frye* 7/30/2020  
Vice Chairman, Craig Frye

 30 July 2020  
Member, Eric Olesen

MINUTES APPROVED AT 7/30/20 MEETING