



Town of Old Orchard Beach

Human Resources
OOB Town Hall
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October 10, 2017

September 2017 Monthly Update from the Human Resource Office

Human Resource Manager:

The transition to fall staffing has begun. We are also preparing some year-end items, such as Affordable Care Act data for forms 1095-B and 1095-C.

We said good bye to Detective Brian Pratt this month. We wish him the best as he begins a new chapter in the Washington D.C. area.

A Benefits Fair for employees is in planning and will bring many vendors to Town Hall. This will give employees an opportunity to speak to someone regarding questions they have or to learn about benefits offered.

Union Contracts:

We are in negotiations with 2 of our Unions:

- Teamsters Local 340 (Town Hall Clerical & Maintenance)-mediation
- AFSCME Council 93 Local 481 (Public Works)

Hiring:

We advertised for the following positions:

- Per Diem Firefighters
- Deputy Fire Chief
- Gull Care Counselors

We would like to congratulate Wade Beattie on his promotion to a full time officer. Wade served a year as a Reserve Officer for the Town.

We began interviewing for the Deputy Fire Chief position. We hope to have a final offer made in the upcoming weeks.

Wellness/Safety:

The Safety Committee met to review all accidents/incidents and evaluate if any prevention could have been in place. We have been doing well in reducing the number of accidents but have to work on reducing repeat injuries.

MMA stopped in for our LEADER Safety Walk. All departments did very well. We had 3 items that needed to be addressed. We also were told of upcoming changes in 2018 to the LEADER evaluation and the departments have begun to plan for those changes.

One change that MMA has put in place is the ability to create department administrators for our online Safety training. Each location now has a local administrator to oversee online training. MMA has also given us the ability of adding policies for employees to read, and acknowledge. We can add all outside training for a department. This allows a department to run transcripts to see who has not completed required items.

Upcoming:

- Updating Personnel Policy
- Updating employee evaluation form
- Year-End reporting
- Benefits Fair

Respectfully,

A handwritten signature in cursive script that reads "Fran Beaulieu".

Fran Beaulieu

Human Resource Manager