

PERSONNEL COMMITTEE

AUGUST 22, 2017

The meeting was called to order at 5:00 p.m. by Chairman Barry VanHoozen. Committee members present were Nelson Evans, Tim McCarthy and Barry VanHoozen. Also present were Bridgette Kabat, City Administrator and Kelly Chalfant, Human Resource Manager.

UPDATED JOB DESCRIPTION – ASSISTANT FIRE CHIEFS

Ms. Chalfant distributed a more detailed, revised job description for the Assistant Fire Chiefs. Ms. Kabat said that it was compiled by the Fire Chief and Deputy Fire Chief and it has gone through the labor management process and the union. She said that it more accurately reflects what the Assistant Chiefs do on a daily basis. Mr. McCarthy asked about the second bulleted item under Essential Functions. Ms. Kabat said that section is new language and it means if the Chief and Deputy Chief are both away, the Assistant Fire Chief does not become the de facto Chief unless they are specifically asked to take that role. Mr. VanHoozen questioned who could make that request. Ms. Kabat said that it could be the Chief, Deputy Chief or herself as Safety Director. Ms. Kabat said that in the absence of the Chief and Deputy Chief, the Assistant Fire Chiefs would be command at the scene of an incident, but they would not be the spokesperson for the Fire Division. Mr. VanHoozen asked if they could clarify what sections have been changed. Ms. Kabat said that the supervisory role and responsibilities have been more clearly outlined, the records and reports section is new, and the physical requirements section is new. Ms. Chalfant said the job description was last revised in 2006. Mr. VanHoozen asked how many Assistant Fire Chiefs there are. Ms. Kabat said there are three – one per shift. Mr. McCarthy asked about the residency requirement. Ms. Kabat said that there is different language in the contract to be considered for overtime. The Committee requested that on future job descriptions a red lined copy also be provided so they can see what has changed. Ms. Kabat said that they will send a red lined version to City Council. The Committee agreed 3-0 to recommend approval of the revised job description for the Assistant Fire Chiefs.

EMPLOYEE HANDBOOK

Ms. Chalfant distributed a draft copy of an Employee Handbook to the committee. Ms. Kabat explained that one of Ms. Chalfant's goals for this year was to create a handbook that takes language from Chapter 266 of the Codified Ordinances, along with the Administrative Policies, and combines them into one document. Ms. Chalfant said that it is web-based so it can be updated regularly and is an easy, portable way to communicate with employees. Ms. Kabat said the plan would be to have employees read it and sign off that they have read it. It is also a good reference guide for division heads. Mr. McCarthy asked if this would be coupled with a repeal of Chapter 266. Ms. Kabat said that when everyone is comfortable with the handbook, the Law Director can decide what parts of Chapter 266 need to be repealed. Mr. McCarthy asked who would could change the handbook. Ms. Kabat said that some things could be handled administratively. There was

discussion regarding bargaining versus non-bargaining positions and which employees are classified. Ms. Kabat said that this is a draft and they are asking the Committee to review it and get back to Ms. Chalfant with questions or comments. Mr. VanHoozen said that he understands it is a new document, but he asked if there are any changes to existing language. Ms. Chalfant said that many of the administrative policies are obsolete and won't be in the handbook. Ms. Kabat said that some items, such as military leave, have had updates to Federal laws and they have not been changed in the Code. Ms. Kabat said they will work on some type of legend or key to show whether it comes from an Administrative Policy or the Codified Ordinances.

There being no further business, the meeting adjourned at 5:31 p.m.

Respectfully submitted,

Barry VanHoozen
Chairman, Personnel Committee

Next meeting: Tuesday, September 26, 2017 at 5:00 p.m.