

PERSONNEL COMMITTEE

JUNE 25, 2013

The meeting was called to order by Chairperson Sara Weisenburger at 5:00 p.m. Committee members present were Todd Grayson, Tim McCarthy, and Sara Weisenburger. Also present were Mayor Nelson Evans, City Administrator Bridgette Kabat, Law Director Mathew Beredo, and Human Resources Manager Kelly Chalfant.

REVIEW OF MATRIX STAFFING STUDY

Mark Olson, Senior Manager of Matrix Consulting Group was present to discuss the staffing study that they performed for the Police and Fire Divisions. Mr. Olson stated that he was pinch hitting for Robert Finn who was not able to attend the meeting. Mr. Olson said that he did some work on the initial stages of the project and he was briefed on the recommendations. The scope of the work with the Police Division was to look at activity levels, examine the impact of increased workloads, and examine current staffing. In the Fire Division the focus was mainly on current staffing.

In the Police Division, the Detective Bureau, DARE, Animal Control and Records are all adequately staffed and are functioning well. They recommend that the number of dispatchers be increased from seven to eight. They also recommend that the City investigate consolidated dispatching because the cost savings in the long term is significant. Mr. Olson said that although the current eight hour shifts for patrol officers is working effectively, they would recommend changing to twelve hour shifts. He said that the current proactive time is at 55% which is good, but they feel that with a switch to twelve hour shifts, the proactive time could increase to over 70%. As far as supervision is concerned, they feel that a single manager on each twelve hour shift would be sufficient.

In the Fire Division, the response times are within industry standards, they are using the automatic aid agreements efficiently, they are providing public education which is an effective use of time, and there is a strong working relationship between the Fire Inspector and other local building officials. Mr. Olson said they feel the organizational structure may be hindering our ability to define what the relationships are and how the relationships may function in the future. He said that a review of the job descriptions for Assistant Chiefs shows that they fall more in line with, and should be reclassified as, Shift Captains. In the future, as the City grows and we experience increased service demands, we may need to create a battalion chief position. They recommend that the division adopt service level standards and develop and track agency performance. Mr. Olson said that it is time to take a closer look at a community risk assessment. He said this can be done in house as part of an ongoing process. Another issue Matrix looked at was sending out both the fire truck and EMS on all calls. He said they see this frequently because Fire Divisions want to be prepared for whatever comes their way. However, they would recommend that we be more discriminatory on what calls we send both the fire truck and EMS. He said that one way to do this would be to go with Emergency Medical Dispatching. Mr. Olson also said that volunteers in the Fire Division are underutilized, and they would recommend implementing a smoke detector program.

Mr. McCarthy asked what is involved in getting a dispatcher trained for emergency medical dispatching. Chief Paez said that he believes it is a 24 hour training program which covers providing guidance to the caller, but he does not believe it covers what equipment to send out. Chief Paez said he has concerns about EMD when someone's life is in the balance and he has concerns that we may need additional staffing. Mr. Olson said that he understands it is hard to overcome past practice, and he could not comment on whether additional dispatchers would be needed if the switch was made.

Ms. Kabat asked if the Administration could work with Mr. Olson and Mr. Finn to get contact information for jurisdictions that have implemented some of the same recommendations that they have made for Perrysburg. Mr. Olson said that each project is confidential so they would have to check with their clients first. Mr. McCarthy asked about the smoke detector program. Chief Klein said that lack of smoke detectors does not appear to be a problem in Perrysburg, and a community outreach program dealing with senior cooking would better serve our community.

Ms. Weisenburger asked the Chiefs what they think of the recommendations. Chief Paez said that the report indicates that their proactive time is at 55% and that they are probably heading in the right direction. He said that is a snapshot of where they are now, but he was hoping that the formula that was used to calculate the 55% was a reusable instrument that they could use as a tool in the future for planning. He said he is open to the twelve hour shift recommendation, but it is a contractual issue. Mr. McCarthy asked Chief Paez how he feels about the idea of emergency medical dispatching. Chief Paez said it is a wonderful program, but he worries about adequate staffing on every shift because you can't turn it on and off, and if we decide to go that way, he wants it implemented correctly. Mr. McCarthy said it sounds like it works; we just need to do more research. Mr. Olson said that would be another benefit of consolidated dispatching. Mr. Grayson said that even if EMD saved us from sending out a second vehicle 20% of the time, it would be worth it. Ms. Weisenburger asked Chief Paez if he thinks we would need to increase the number of dispatchers if we went to EMD. Chief Paez said that he thinks we would have to add more dispatchers. Mr. Grayson said that he is sure there are case studies about this issue. Ms. Kabat said that is why it is important to get the contact information from Matrix.

Ms. Weisenburger asked Mr. Olson if he had any suggestions how we could get more volunteers. Mr. Olson said that it is very difficult especially in this economy, but one inducement suggested in the report was to schedule the part-paid employees to give them some financial incentive. Ms. Kabat noted that not all part-paid employees are EMS, some are only fire. Mr. Olson summarized that it is his understanding that we would like information regarding contacts; information regarding the calculations to figure the proactive time for the police division; and ask Mr. Finn if he would recommend additional dispatchers if we switched to emergency medical dispatching.

UPDATE ON JOB AUDIT

Ms. Chalfant reported that she and Ms. Kabat have met several times to work on assigning the point factor to the job descriptions for full-time and part-time clerical positions. This is a work in progress and hopefully it will be completed prior to the July committee meeting. Ms. Weisenburger asked if the Predictive Index is used during this process, and Ms. Chalfant said that it is used as part of the hiring process.

There being no further business, the meeting adjourned at 5:51 p.m.

The next meeting is Tuesday, July 23, 2013 at 5:00 p.m.

Respectfully submitted,

Sara Weisenburger, Chairperson
Personnel Committee