

Human Resources Committee October 30, 2014

The **Human Resources Committee** met Thursday, October 30th, 2014, at 6:00 p.m. in the Conference Room at City Hall. Present were Chairperson Roxanna Brush and Committee Members Sheena Martin and Ken Gardner. Committee Member Mark Ahner was excused. Also present was Interim Fire Chief Cameron Duffin, Firefighter III/Training Officer Mike Miller, Mayor C.A. Grenz and Committee Recorder HR/Payroll Officer Billie Burkhalter.

1. Request of Citizens:

-None

2. Committee Member Comments

Chairperson Brush questioned HR Officer Burkhalter on the status of the Exempt & Non-Exempt Employees policy. HR Officer Burkhalter explained that she still needed more time to review information with the City Attorney. She stated that she hoped to be able to bring both the Exempt vs. Non-Exempt Employee Status and the Compensatory Credits for Exempt & Non-Exempt Employees policies within the next couple of weeks to the Committee.

3. Approval of Position Description

- **Public Works HEO/Mechanic**

*** Chairperson Brush moved to approve the Public Works HEO/Mechanic position description as presented. Motion seconded by Committee Member Martin.*

HR Officer Burkhalter stated she had put together the HEO/Mechanic position description and presented it to Director Gray, who then approved it without any additions or corrections. She explained that, when she put the position description together she kept with the recommendations the Human Resources Committee had requested previously for the Laborer/Mechanic position.

HR Officer Burkhalter explained that originally this position was advertised as a Laborer/Mechanic. Director Gray received a qualified "in-house" applicant and awarded the position to that employee, who is at a heavy equipment operator level. Due to this, a HEO/Mechanic job description needed to be created for that position.

*** On original motion and on roll call vote, the motion passed unanimously 3-0.*

4. Approval of Position Description

- **Part-Paid Firefighters**

*** Committee Member Martin moved to approve the Part-Paid Firefighters position description as presented. Motion seconded by Chairperson Brush.*

Firefighter Miller stated they have outlined a training criterion to get Part-Paid firefighters to the level of a Miles City firefighter, so that the public does not have a reduced level of care when being attended by a Part-Paid firefighter. Chief Duffin stated his goal is to incorporate more part-pays for standbys.

Committee Member Gardner questioned Interim Chief Duffin on how the list is determined as to who gets called out first for standby. Chief Duffin explained that, by Local 600, union contract, when a call-out occurs, the regular firefighters are first contacted and then the part-pays are contacted. There are 13 firefighters; 3 on shift and 1 on vacation, so 8 firefighters would be called prior to a part-paid employee. Mayor Grenz asked why they were updating the part-pays job description if they were not going to be utilized first. He also wondered if the full time firefighters were willing to sacrifice their overtime to let part-pays come in on standby. Chief Duffin stated that was his goal- to get the part-pays up to standard to be able to go out on more calls. Currently the department only has a couple qualified part-pays to be able to call out. Mayor Grenz questioned what happens when no one comes in on a call out. Chief Duffin stated that rarely happens. Mayor Grenz asked if he would discipline an employee for failing to come in. Chief Duffin replied he could not discipline an employee who, on their day off, does not come in.

*** On original motion and on roll call vote, the motion passed unanimously 3-0.*

5. Fire Chief Position

Mayor Grenz stated they hadn't been serious about filling the Fire Chief's position until the City met the vacancy savings quota. Now that quota has been met, they can get more serious about it. Chairperson Brush stated they had interviewed an internal applicant and the Hiring Committee did make a recommendation, but she needed to know where Mayor Grenz stands on that recommendation. Mayor Grenz stated he thought the internal applicant could possibly make a good chief, but he has some real concerns with him. Chairperson Brush stated that she felt the Hiring Committee and the applicant had been very serious about filling the position.

Mayor Grenz would recommend to advertise for the position externally, as that was the recommendation of the Hiring Committee. Chief Duffin stated he was appointed by Mayor Grenz the first part of August as Interim Fire Chief. He submitted to the Committee a letter of support from the Miles City Firefighters. He has worked hard as the interim chief and believes he has represented the position well. His integrity is such that he will not slack off, he has a lot of ideas and changes he wants to implement and he is very excited about it. He has met with the City Clerk to review the budget and learn as much as he can and he works with it daily. He would respectfully request to be

appointed. Chairperson Brush stated it is not up to the Committee; the appointment it is up to the Mayor.

Mayor Grenz stated that he would recommend advertising for the Fire Chief position for the next 90 days. HR Officer Burkhalter stated she has real issues with advertising for 90 days, as the position has been vacant since July. In the future, she would recommend that advertising take place immediately when the position has been vacant. That way when vacancy savings has been exhausted the interviews can start. She further pointed out that currently the Interim Fire Chief is being run into the ground with his work load and the chief's workload and another 90 days could take 6 months. She explained that, in the Fire Department there are no Assistant Chiefs to assist him with the duties of Chief.

Mayor Grenz stated advertising would take place for 60 days.

6. Adjournment

*** Committee Member Martin moved to adjourn the meeting. The motion was seconded by Committee Member Gardner and passed.*

The meeting was adjourned at 6:45 p.m.

Respectfully submitted,



Billie D. Burkhalter, Recorder



Chairperson Roxanna Brush

HUMAN RESOURCES COMMITTEE AGENDA

DATE: **Thursday, October 30, 2014**

TIME: **6:00 p.m.**

PLACE: **City Hall Conference Room**

AGENDA:

1. Request of Citizens
2. Committee Member Comments
3. Approval of Position Description
 - Public Works HEO/Mechanic
4. Approval of Position Description
 - Part Paid Firefighters
5. Fire Chief Position
6. Adjournment

Public comment on any public matter that is not on the agenda of this meeting can be presented under "Request of Citizens" provided it is within the jurisdiction of the City to address. Public comment will be entered into the minutes of this meeting. The City Council cannot take any action on the matter unless notice of the matter has been made on an agenda and an opportunity for public comment has been allowed on the matter. Public matter does not include contested cases and other adjudicative proceedings.