

PERSONNEL BOARD MEETING MINUTES

June 11, 2019

Submitted by Linda Unger, Human Resources Administrator

CALL TO ORDER

The meeting was called to order at 7:35 p.m.

Members in attendance: Joseph Emerson, Chair; Douglas Hyde; and Rachel Lipton.
Also in attendance: John Deckers, Fire Chief; Jeffery Silva, Police Chief; Joan Courtney Murray, Human Resources Director; and Linda Unger, Human Resources Administrator.

APPOINTMENTS TO COME BEFORE THE BOARD

- Fire Chief Deckers and Police Chief Silva presented a job description for a new position servicing both the Fire and Police Departments: Public Safety Communications Manager.

As background, years ago firefighters and police officers operated the dispatch center. That responsibility was eventually negotiated out of the respective Collective Bargaining Agreements which resulted in permanent dispatchers being hired. The present day state-of-the-art Dispatch Center is located in the Police Station and historically was considered part of the Police Department budget. It is staffed in total by 8 full-time and part-time “Public Safety Telecommunicators”. A Dispatch Supervisor is responsible for scheduling the 24/7 operation, for which he receives a stipend.

The Chiefs agree that the PS Communications Manager position is an important step in growing the Public Safety paradigm and is justified based on the following: Substantial growth in the Center’s call volume; the continuous research that should be conducted to keep the radio technology updated and maintained; and the need for focus on management of processes, people and budgeting. It was noted that the PS Communications Manager will hold the necessary certifications to accommodate a “surge to the need” when additional dispatch personnel are needed. Although a 40-hour-per-week position, the incumbent would be eligible for overtime. A final comment was that the Public Safety budget now falls under both Police and Fire.

ACTION ITEMS

- The job description for Public Safety Communications Manager was further reviewed by the Board taking into account the introduction given by the Fire Chief and Police Chief. A few minor edits were suggested to the document. The Board commented that the job functions and supervisory responsibilities of the position are substantial and the position should be placed in a Grade with jobs of comparable responsibilities. One matter of particular concern to the Board is the reporting structure. As presented, the PS

Communications Manager “will report to both Public Safety Chiefs equally.” The Board does not see this as a viable business practice.

- R. Lipton moved to approve the Public Safety Communications Manager job description with the edits noted, along with a recommendation that the reporting structure is revisited to indicate a direct report to one Chief with a dotted line to the other Chief, and to place the position at Grade 12 on the ATP Compensation Plan; D. Hyde seconded. All voted “In Favor”.
- Board members reviewed a Police Officer’s petition (held over from the March 26, 2019, meeting) to receive the full education stipend of \$10,000 for a bachelor degree in Exercise Science. Police Chief Silva supports his Officer’s request and stated that although this specific bachelor degree is not mainstream to other degrees awarded the higher stipend, there may be a need to adjust focus and have a broader view of what’s acceptable. He further stated that the Officer is exposed to a wide level of physical wellness and mental health issues in the line of duty as many calls today are regarding mental health/overdose issues. The Board briefly discussed the petition and came to the conclusion “all degrees count”.
 - R. Lipton moved to approve the request for a full education stipend (\$10,000 annually) for the Police Officer, effective July 1, 2019, per the language in the Police contract; D. Hyde seconded. All voted “In Favor”.
- Approval of the March 26, 2019, meeting minutes was put on hold until such time as a motion could be made by Board members who were present at that meeting.

DISCUSSION ITEMS

NEXT MEETING: Scheduled on September 17, 2019, at 7:30 p.m.

ADJOURNMENT: The meeting adjourned at 9:00 p.m.