

PUBLIC SAFETY COMMITTEE MINUTES

April 11, 2016

The meeting was called to order at 5:00 p.m.

Members Present: Tracy Richardson, Alan Seymour and Deb Groat

Others Present: Chief Golden, Chief Riley, Terry Emery, Tim Aslaner, Sgt. McGlenn

Approval of Minutes: Mrs. Groat mentioned a typo in the minutes, in which Mrs. Richardson will show Mrs. Jones to correct. The minutes for the meeting on February 8, 2016 were approved with the correction.

Agenda:

Comments from Citizens:

Discuss Division of Fire and Police Administrative Assistants: Mr. Emery said in the last five years, we have brought in administrative assistants in both the Fire and Police Departments. At that time these were more like permanent part-time positions, however, the roles have expanded, and are now fulltime positions. The roles that the administrative assistance are providing are growing tremendously. Over a period of time, we have continued to add duties to their roles. He has been informed that these are the two lowest fulltime jobs here in the City. Some of the roles and responsibilities they perform, deserves some consideration or adjustments. The Chiefs will show you tonight some comparable figures, talk about some of the duties that they are performing, and there will be a suggestion/recommendation of what we would like to do with them, if it will be supported by the Safety Committee, then moved on to City Council for consideration.

Chief Riley explained that they use to have fulltime administrative assistance, but when they went through the production and workforce, those positions were downsized. He said at one time they were sharing an administrative assistant during the morning they would work for fire and in the afternoon they would work for police. Then we moved to the new facilities. He said the performance plans have not changed as far as tasks. What has changed is what the two ladies are doing, which unmeasurable, the amount of support they give us. He said when we looked at comparable with the help from Mr. Dostanko, who did a comparable study back in 2013. Chief Riley explained that we are approximately \$4,000 lower than the other cities when it comes to their administrative assistants.

Chief Riley stated that Mrs. Michael does all the EMS billing and billed out over 1.6 million in claims last year. He stated the EMS billing has a large responsibility, we have received our highest revenues in billing in 2015. She does all the archiving of reports and purchase orders, which Mrs. Burns does as well. Mrs. Michael helps us keep up to date on the changes to the HIPPA laws. She has to code every EMS report. She handles the daily lock box, where EMS revenues go to every day, she reconciles statement each day

to make sure that the accounts are up to date. She is the main communicator with the EMS billing. She deals with the attorney requests for patient care reports. Mrs. Michael has been doing a lot of community events, like helping pass out smoke detectors for seniors.

He stated over the years they have evolved the secretarial positions in to administrative assistant positions that take the lead on several areas. They have really taken on more of a leadership role. He explained that in December we had a job positing for a Public Service Clerk, the position paid significantly more than we did our assistants. Their concern was is it fair to them and would they end up losing these assistants that are so valuable to their organizations.

Chief Golden stated that both of these positions require a high degree of confidentiality. He said unlike other departments, they have one civilian employee who does everything. When she first started it was just administrative assistant to the Chief and the command staff, and now she does everything that assistant at the fire department does except for the EMS billing. She does all the purchase orders, requisitions, and invoices for special duties officers. She makes the key cards for the security systems, and trouble shoots any issues. She keeps track of the uniform allowance and physical exams for officers. She conducts the finger prints, and handles the parking tickets. He explained that he has three pages of tasks that she performs. He would like to see her paid equally for the amount of tasks that she performs.

Mrs. Groat made a motion to increase both Fire and Police department's administrative assistant salaries to \$40,796, and then it will be forwarded on to Council.

Mrs. Richardson said she wanted to make sure there were no questions prior to passing the motion.

Mr. Seymour said the position as you described them seem full. Chief Riley explained that they have talked about having two administrative assistants one at each building, but with the work that Mrs. Michael can do they only need one person.

Mr. Emery said that is what he is finding out here lately, especially with Mrs. Krutowskis taking on the extra role. He said that they are finding we have some very talented people that have a lot of capabilities. Even with this recommendation, they will still be the lowest paid fulltime employees. Mrs. Groat said she would like to make sure that we are not overloading the two administrative assistants with too many tasks. She was concerned about the stress level with the employees and feeling overwhelmed.

Mrs. Richardson said raising their annual salary; what is the effect on benefits for the increase in salaries. She said we are not only raising their salary but also the benefit costs. She stated that they do not have the steps for raises, because they are exempt. Chief Riley added they only get the cost of living raise. Mr. Seymour asked if there is a pay scale for them. Chief Riley stated there is a pay range for these positions and they are also

included in the OPERS retirement. Mr. Emery said they are in the Executive 7, and they would not be in a different range, and they would be higher in their own range.

Mrs. Richardson asked if we have looked at the job description compared to others. She said it seems like we are asking more from our Administrative assistants. Mrs. Groat asked if these two ladies have degrees or if they would be interested in continuing their education. Chief Golden said Mrs. Burns is taking classes to help improve her job skills, but has not shown an interest in going to college. Chief Riley stated that Mrs. Michael is taking word and excel courses online.

Mr. Seymour asked when is their evaluations? Chief Riley said it was done the same time as the executive evaluations. Mr. Seymour asked if the merit raise would be added then after the evaluation. Chief Riley said they do not offer merit raises, they would only get the cost of living raises each year.

Mr. Seymour asked if they would do 2,000 this year and another 2,000 next year. Chief Golden asked what the reason for splitting it up. Mr. Seymour said that it is his background. Mr. Emery said he did not think that we needed to do legislation for this, but approval from this committee and Finance Committee. Mrs. Richardson questioned that they would be eligible for a raise soon because they are both reaching their five years with the City. Chief Riley and Mr. Emery explained that they still would not get the raise because the only movement they receive is the cost of living raise.

Mr. Seymour suggested that they revise the job descriptions to align with other cities and justify the pay increase. Chief Riley said we do not want to align them with other communities but with the jobs they are doing.

Mrs. Richardson amended Mrs. Groat's motion, to state addition to the increase in wages, we would like to see the job descriptions updated to reflect their current duties. The Public Safety Committee unanimously agreed upon the motion.

Discuss Neighborhood Safety: Sgt. McGlenn spoke to the Committee. He handed out to the committee neighborhood safety tips, that he feels need to be addressed. He went over the hand out with the Committee. Mrs. Richardson said this information would be good to get on the website. Mr. Emery said that we will get it on the web. Sgt. McGlenn said the goal with the Community oriented policing is to be proactive on crime, not reactive. Mr. Seymour explained if we had a flyer like the parks & rec rack, he will go out door to door and hand them out. Sgt. McGlenn explained Mill Valley and Scott Farms has the next door app, which people look at because it comes to their phones. Mrs. Richardson thanked Sgt. McGlenn for attending the meeting.

Discuss Tornado Safety: Chief Riley gave the following tornado safety tips:

- During any storm, listen to local news or a NOAA weather radio to stay informed about tornado watches and warnings.

- Pick a safe room in your home where household members and pets may gather during a tornado. This should be a basement, storm cellar or an interior room on the lowest floor with no windows.
- If no underground shelter or safe room is available, a small, windowless interior room or hallway on the lowest level of a sturdy building is the safest alternative.
- Do not wait until you see the tornado to seek shelter
- Watch out for fallen power lines or broken gas lines and report them to the utility company immediately.
- If you smell gas or hear a blowing or hissing noise, open a window and get everyone out of the building quickly and call the gas company or fire department.

Adjournment: Mrs. Richardson adjourned the meeting at 6:15 pm.