



*Personnel Board*

December 5, 2012

The Personnel Board was called to order by Janis Parks, Human Resources Director in a public hearing meeting held, Tuesday, December 4, 2012 at 5:04 PM in the Conference Room at Pelham City Hall.

Present were Board members Bobby Hayes, Jim Collins, and Greg Darnell.

Board Member Jim Collins presented to the employees an amendment to the Employee Voluntary Sick Bank. Discussion included the purpose of the amendment and its provisions and procedures. A motion was made by Mr. Hayes to approve the amendment, seconded by Jim Collins. The Board voted unanimously on this amendment.

Board member Bobby Hayes made a motion to recess into Executive Session for the purpose of discussing pending litigation. Seconded by Jim Collins and all members voted to recess. The Board recessed at 5:10PM to Executive session and announced to reconvene at approximately 5:30PM.

The Board reconvened at 5:24PM. Board member Bobby Hayes made a request to schedule a Board meeting for Wednesday, December 12, 2012 for 5:30PM.

Mayor Waters requested permission to address the Board, and was granted time to present a request to revise a classification position of Battalion Chief/Division Chief in the Fire organization. Since the position or title of Division Chief is strictly administrative in nature (as defined in Civil Service Law Rule 2.2.b) it would not be considered interchangeable with Battalion Chief, due to functions, duties, scope of work, etc.

Board member Bobby Hayes made a motion to approve the recommendation as presented by Mayor Waters, Board member Jim Collins, seconded, all members voted unanimously to approve the request.

There was no other business to come before the Board and no further comments from the attendees.

A motion was made and seconded to adjourn at 5:35PM.

TO: Janis Parks, Director of Human Resources

FROM: Gary W. Waters, Mayor

SUBJECT: Revision of position/classes

DATE: November 28, 2012

The position(s) Division Chief were added to the list of classified, permanent, employees for the fire department when I was the Fire Chief for the City of Pelham.

My intent was to provide a fair and equitable pay grade, step and salary for persons assigned to significant positions of administrative responsibility within the fire department.

Specifically, the positions in existence (at the time) that qualified for the rank/title of Division Chief were:

1. Director of Fire Department Training.
2. Director of Emergency Medical Services.
3. Fire Marshal.

Upon my retirement from the City of Pelham/Fire Department, the position of Training Officer was abolished by Mayor Murphy without Personnel Board Action. Subsequently, the Division Chief of Training was transferred and allowed to fill a Battalion Chief's position.

The position of Battalion Chief is not primarily administrative in nature although there are some administrative responsibilities. The Battalion Chief serves as the Shift Commander of all emergency response units during a specific 24 hour tour of duty.

In my view, based upon the intent I previously stated, the positions of Division Chief and Battalion Chief are not interchangeable; the experience, training, scope of work and responsibilities are substantially different.

Therefore, I am requesting the Personnel Board to revise the classification of the position of Division Chief and declare the position to be administrative in nature.

This request is supported by Rule 2, classification and pay plan, 2.5, Maintenance of Classification Plan, sub-paragraph a (page 18 CSL):

"Recommend, to the board, the establishment of new position classes, and the deletion or revision of existing classes."