

**PERSONNEL COMMITTEE**  
10:00 a.m., Wednesday, April 8, 2015

The regular meeting of the Personnel Committee was held at 10:00 a.m., Wednesday, April 8, 2015 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Bettelli and Ferencz, Chair Harrington, Administrator Tucker and Clerk Copeland; a quorum was present to conduct business.

1. Chair Harrington was running late, so Vice Chair Ferencz called the meeting to order and acknowledged that the press and public were duly notified of the meeting in accordance with the Freedom of Information Act.

2. **Approval of Previous Meeting's Minutes**

**MOTION: Councilmember Bettelli moved to approve the minutes of the regular meeting of March 2, 2015 as submitted; Vice Chair Ferencz seconded.**

Councilmember Bettelli informed the Chair that he had pointed out a couple of typing errors to the Clerk prior to the meeting.

**VOTE: Vice Chair Ferencz called for the vote on the corrected minutes, and the motion PASSED UNANIMOUSLY.**

3. **Citizens' Comments – None**

4. **Old Business**

**Review of FY16 Proposed Capital and Expense Budgets and Budgetary Tools**

Administrator Tucker commented that in the review of the budgets at the March Ways and Means Committee meeting, she had not addressed the tourism funds and the smaller funds for the City; therefore, that would be her focus at this meeting.

The Capital Projects Fund would be the source of funds for replacement Council chairs, the replacement of the air conditioner for Council Chambers, if it failed, and the addition of electrical outlets and a network connection in Council Chambers under General Government. Additional items that fall under Capital Outlay are integrated financial software, a metal detector for the court and funds for the undergrounding of lines if a small project was presented.

In the Building Department, Capital Projects would fund a laptop computer, a document folding/sealing printer and the replacement of front deck of City Hall on the main floor.

From Municipal Accommodations Fees, forty percent (40%) of the principal and interest on the Recreation Building GO debt, fifteen thousand dollars (\$15,000) for holiday decorations and other needs for the holiday season, and fifty percent (50%) of the fabrication and installation costs for Phase III Wayfinding signs.

Sixty percent (60%) of the bond for Fire Station 2 fell under General Government in Hospitality Taxes.

Budgeted to come from State ATAX funds were the advertisement for Spoleto and the redesign of the City's website plus the monthly maintenance; with a new provider for the July 4<sup>th</sup> fireworks display, the Professional Services line has been reduced. The line for Capital Outlay has increased with fifty percent (50%) of the fabrication and installation of Phase III Wayfinding signs and additional holiday light displays. Since State ATAX collections have been budgeted to increase, the payment to the Charleston Visitors Bureau also increases to half a million dollars (\$500,000).

Administrator Tucker cautioned the Committee members that neither revenue nor expenses for the managed parking plan were included in this version of the budget. The City received only one (1) proposal from its RFP; a teleconference with the vendor has been scheduled for early next week.

In addition, with the reinstatement of the cost of living adjustment at one point six two percent (1.62%) of the merit pool of five percent (5%); the balance remaining for merit-based increases was reduced to two percent (2.00%) because of the cumulative effect of the twelve (12) month COLA on the total merit pool.

Chair Harrington commented that the COLA would allow employees to keep up with the increase in basic living expenses, but they would not get ahead. Administrator Tucker indicated that she would have preferred for the total merit pool to be six percent (6%) particularly because the budget would allowed it.

The Chair added that he did not want to see the City lag behind other local communities, causing an immediate need for wage adjustments as happened a couple of years ago.

The Administrator said that his concern was valid, but staff did not want to lose the COLA.

In the Disaster Recovery Fund, the only items were interest income and expenses for the Disaster Expo.

In the Aisle of Palms Fund, six hundred dollars (\$600) was the projected revenue from the sale of commemorative bricks for Front Beach along with four hundred dollars (\$400) for the engraving of the bricks.

Responding to Chair Harrington's inquiry, Administrator Tucker stated that the bricks are advertised on the City's website, but most people come in after having seen them.

## **5. New Business**

### **A. Consideration of Social Media Policy**

The Administrator reported that a social media policy was recommended by the City's employment attorney; she noted that the policy was intentionally vague to cover all situations. The Police Department has its own policy which is much more restrictive because of the nature of the materials they see and work with.

**MOTION: Chair Harrington moved to recommend adoption of the social media policy to City Council; Councilmember Bettelli seconded.**

Councilmember Ferencz quoted from the policy “the City consents to reasonable limited access to social media sites during working hours or using City equipment” and questioned the meaning of reasonable in this case and why the statement was included at all.

Administrator Tucker expressed the view that limited access in the workplace was probably a good thing, giving employees the freedom to check social media, but employees would not be allowed to steal time from the City.

**VOTE: The motion PASSED UNANIMOUSLY.**

**B. Review of Police and Fire Department Shift Scheduling**

Administrator Tucker stated that shift scheduling in both departments was complicated and different for each one.

Chief Graham distributed the reduced-size shift calendar for 2015. The Chief stated that the IOP Fire Department was staffed twenty-four (24) hours a day and seven (7) days a week with ten (10) employees, five (5) each at the two (2) fire stations. During the week, except on holidays, additionally the Chief, Training Officer/Battalion Chief and Fire Inspector would be on the island; when anyone is on vacation or sick, the position is filled by overtime. In the Fire Department, shifts run from 8:00 a.m. to 8:00 a.m.; employees work one (1) day and have two (2) off before the next shift; in addition, the employee must physically be on-site to get credit for the shift.

The Chief stated that the pay periods are bi-weekly and run from midnight on Monday to midnight on Monday two (2) weeks later; in a separate schedule provided to the Committee, the Chief depicted how the hours vary by shift in one pay period; a standard pay period for a firefighter is one hundred six (106) hours and is the basis for establishing overtime. As shown on the schedule, in one (1) pay period, Shift B would have one hundred four (104) hours, Shift C would have one hundred twenty (120) hours and Shift A would have one hundred twelve (112) hours.

The Administrator pointed out that overtime is inherent for a firefighter and is unavoidable because someone might be called in for extra assistance on a holiday or to fill in for someone sick or on vacation.

Councilmember Ferencz asked whether someone was permanently assigned to shift, and the Chief stated that the bigger the department was the less likely it was of being transferred to a different shift.

Currently an employee is going to be unable to work for an extended period of time, and the Chief decided that, in consideration of the department, bringing someone from another shift to fill his position was the best solution. Without a good reason, employees are not moved from one shift to another.

Speculating that the reason for the request to review the shifts was regarding the staffing of a quick response vehicle (QRV), Administrator Tucker stated that the issue was the requirements for deploying of personnel; if that is the case, the deployment should be discussed as well. The Administrator and the Chief believe that a hybrid mechanism can be devised to staff a QRV.

Chief Buckhannon distributed a schedule for the Police Department for one (1) month and a two (2) page explanation of how shifts work for the Police Department. (Copies of all handouts are attached to the historical record of the meeting.)

The only position in the Police Department to have overtime built into the work schedule is the Communications Technicians who work at the front of the office; they work twelve (12) hour shifts and work two (2) days and have two (2) days off, and they work every other weekend. Those officers who are assigned to squads are sworn officers who work twelve (12) hour shifts for a total of eighty-four (84) hours per pay period before getting overtime; they work two (2) days and are off two (2) days, as well as every other weekend. Police shifts run from 6:00 a.m. to 6:00 p.m. Employees are not allowed to take vacation on a weekend unless two (2) officers want to swap shifts. Additionally, in the summer months, three or four (3-4) officers are selected to serve on a power squad and their schedules are adjusted accordingly.

#### **6. Miscellaneous Business**

Patrol Officer Dylan Reynolds was recognized for his work on February 22 when he observed that the Department's low-speed vehicle was the reason for smoke in the garage area of the Public Safety Building. Realizing the danger, the officer expeditiously removed the vehicle from the garage to the open parking area where Fire Department personnel severed the smoldering batteries from the cart.

**Next Meeting Date: 10:00 a.m., Monday, May 4, 2015 in the Conference Room.**

**7. Executive Session – unnecessary**

**8. Adjourn**

**MOTION: Councilmember Bettelli moved to adjourn the meeting at 11:13 a.m.; Councilmember Ferencz seconded and the motion PASSED UNANIMOUSLY,**

Respectfully submitted:

Marie Copeland  
City Clerk