

**PROCEEDINGS OF THE  
PERSONNEL COMMITTEE MEETING  
CHARTER TOWNSHIP OF WEST BLOOMFIELD  
CONFERENCE ROOM 75-76  
4550 WALNUT LAKE ROAD  
WEDNESDAY, OCTOBER 26, 2010 --- 1:15 P.M.**

Members present: Larry Brown, Steve Kaplan, Howard Rosenberg

Members absent: None

Staff present: Denise Maier, Human Resources Director  
Marya Duncan, Human Resources Specialist

Others present: None

General public: Chief Weisman, Fire Department

**CALL TO ORDER** Chairman Brown called the meeting to order at 1:25 p.m.

**APPROVAL OF AGENDA** The Agenda was approved as presented.

***UNFINISHED BUSINESS***

None

***NEW BUSINESS***

**CONSIDERATION TO CREATE A NEW ASSIGNMENT OF FIREFIGHTER/EMT/FIRE INSPECTOR FOR SUCH PERIODS OF TIME AS THE TOWNSHIP MAY DETERMINE, INCLUDING NEW JOB DESCRIPTION AND LETTER OF UNDERSTANDING WITH IAFF**

Chief Weisman provided some background by indicating that the Fire Department is engaged in supporting the Building Division of the Development Services Department through the permitting process related to plan reviews. Over time that particular process has been slow and it has been difficult to provide quality services in a timely fashion to the building and development community.

Chief Weisman stated that since Mr. Walsh has become the Community Development Department Director, he has worked closely with him to help support the various changes that were made in terms of the Fire Department working with his department.

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Chief Weisman stated that although adjustments have been made, the one issue that continues to exist is that the once the Fire Department is involved on plan reviews for fire sprinkler systems or fire alarm systems, the process takes approximately four (4) to six (6) weeks to complete. Over the past weeks, he has met with developers, building management companies, vendors, and tenants regarding the challenges they faced and they have indicated that the four (4) to six (6) weeks time frame is a huge issue. He stated changes have been made to help streamline that process as much as possible; however, they have reached a point where no more changes can be done to improve the process.

Chief Weisman stated that in order to make any improvements with respect to the Fire Department's involvement, they considered three options:

- transfer an individual off the line into administration as a fourth inspector/plan reviewer (*this would result in significant costs to do and would create a void in fire suppression*)
- hiring a part-time plan reviewer and sharing the costs between the Fire Department and Development Services (*to find someone with the required expertise would be costly at approximately \$20,000 to \$25,000 yearly*)
- review the available staff in the Fire Department to have an individual act in a supportive role to support the Fire Prevention Division and specifically plan reviews as well as any other fire prevention activities.

Chief Weisman stated that with respect to option 3, this would be done on a part-time basis and the individuals would only be paid when they performed those duties. He had discussions with Mr. Walsh who indicated that he was on board with what is being proposed before the Committee.

Chief Weisman stated he was considering the creation of two (2) assignments. When the individual on assignment had downtime, they could perform the fire prevention activities for the department. The cost would involve paying the individuals an amount equal to the mid-point between the salary of Fire Inspector and the Senior Firefighter rate of pay. He added that they currently have a system in place that is very accurate to track the payments.

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**INCLUDING NEW JOB DESCRIPTION AND LETTER OF UNDERSTANDING WITH IAFF** (Continued)

Chief Weisman stated that if two individuals were paid full-time to perform the fire prevention duties, the cost would be \$3,200 per individual for a full calendar year for a total of \$6,400. Paying the individuals only when performing the duties, results in a cost of approximately \$3,500 to \$4,000 per year. He stated this scenario would provide support for plan review as well as succession planning for fire prevention. The department currently has individuals capable of performing the duties.

Chief Weisman stated he had discussions with the Fire Union who have expressed their support of this new assignment. A preliminary Letter of Understanding has been drafted and there was a desire from the union that the position be paid at the current pay level of the selected individual; however, he indicated to the union that would not be the case and that it would be paid as a differential in pay. The union also asked that if a Fire Lieutenant performed the duties, that individual be paid above.

Chief Weisman stated the goal is to reduce the four (4) to six (6) weeks plan review process and to create a succession plan within the division at the same time.

Mr. Brown commended Chief Weisman for the thought and preparation put into this issue as well as the coordination that took place with the Development Services Department. He felt the proposal would accelerate the process.

Chief Weisman stated the assignments would be funded with budget monies that already exist and a re-inspection fee of \$75.00 would also be charged as part of the program which will generate some revenue.

Mr. Brown asked if the re-inspection fees would increase progressively. Chief Weisman replied, "No. However, citations would be issued along with the re-inspection fees and the citations carry a little more weight."

Mr. Rosenberg asked about the system used to track the hours of the firefighter and if it was done electronically. Chief Weisman stated it was all done electronically at each pay period. Mr. Rosenberg asked who would initial that or would it be completely on the honor system. Chief Weisman stated that it would be handled on the degree of the existing honor system as well as the reporting structure. Therefore, the assignment would be assigned and approved by the lieutenant. Mr. Rosenberg asked if it would be an hourly rate and whether it could be broken down into 15 minute increments. Chief Weisman replied, "Yes."

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Mr. Rosenberg stated he provided the information to the Township Labor Attorney and he was in agreement with the concept. He suggested that language in the original Letter of Understanding clearly indicate that this is an assignment and not a promotion.

Mr. Rosenberg stated the Township Labor Attorney also suggested that the training be paid at the Firefighter rate and not the Fire Inspector rate. In addition, all the time that is banked or paid out be done at the Firefighter rate and not the Fire Inspector rate.

**Motion by Kaplan and supported by Rosenberg to recommend to the Township Board approval to create the new assignment in conformance with the documents received contingent upon the Township Labor Attorney making final revisions and that this item be placed on the Consent Agenda.**

**Ayes: Brown, Kaplan, Rosenberg**

**Nays: None**

**Absent: None**

**Motion carried**

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Chief Weisman stated the Deputy Fire Marshal has submitted a letter of retirement effective November 30, 2010 and indicated that he submitted a letter to the Human Resources Department addressing his topics of concern.

Chief Weisman stated the Deputy Fire Marshal has indicated a willingness to stay until next year if those topics of concern were addressed. He indicated that he needed the Deputy Fire Marshal to stay on as long as possible.

Mr. Brown asked if there was an individual internally that could fill the position. Chief Weisman replied, "Yes, Byron Turnquist is probably the ideal candidate."

Ms. Maier stated the labor agreement expires 12/31/2010 and it stays in effect until a new labor agreement is established. She stated the question asked is that when a new labor agreement is established, as long as the Deputy Fire Marshal retires prior to the signing of the new labor agreement, does he retire under the old labor agreement.

Mr. Kaplan stated the old labor agreement is in effect until the new labor agreement is ratified. Ms. Maier asked that if the Deputy Fire Marshal stayed until April 2011, would he still receive the benefits under the old labor agreement.

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Ms. Duncan stated the issue is that the Deputy Fire Marshal will not have the age combined with the years of service to be able to leave with the medical benefits until April 13, 2011. Mr. Brown asked if he was trying to stretch it so that he is eligible.

Ms. Duncan stated the Deputy Fire Marshal could leave now and would receive his pension; however, he would not receive the health care benefits until April 2011, which he is fine with since his spouse has benefits. The issue is that if he leaves now, he would lose the \$250/\$500 deductible on his medical benefits and risk having to go with \$1,000/\$2,000 deductible.

Mr. Rosenberg stated the Township could not enter into a separate contract with the Deputy Fire Marshal with respect to that issue. Mr. Kaplan agreed. Ms. Duncan reiterated that the Deputy Fire Marshal would be eligible to receive his medical benefits in April 2011.

#### **AUDIENCE GENERAL COMMENTS/QUESTIONS**

None

#### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:51 p.m.

Respectfully submitted,

*Marya Duncan*

Marya Duncan, Human Resources Specialist