

**COUNTY PERSONNEL COMMITTEE MEETING
THURSDAY, AUGUST 12, 1999, 10:00 AM**

Present: Talmage S. Baggett, Commissioner
J. Lee Warren, Jr., Commissioner

Absent: H. Mac Tyson II, Commissioner

Others: Cliff Strassenburg, County Manager
James Martin, Deputy County Manager
Juanita Pilgrim, Assistant County Manager
Grainger Barrett, County Attorney
John Bittle, Solid Waste Management Director
Tonya Harris-Council, Public Information Director
James Lawson, Personnel Services Manager
Howard Lloyd, Sheriff's Office
Ricky Strickland, Fire Marshal
Roy Taylor, Interim Planning Director
Rhonda C. Raynor, Deputy Clerk to the Board
Press

Chairman Baggett called the meeting to order.

INVOCATION: Chairman Baggett offered the Invocation.

Chairman Baggett noted Commissioner Tyson has advised the County Manager he is detained with a legal matter in Hoke County and may not be able to attend the meeting today. He asked this information be duly noted in the minutes.

1. Approval of Minutes of the June 10, 1999 meeting.

MOTION: Commissioner Warren offered a motion to approve the June 10, 1999 minutes.

SECOND: Chairman Baggett

VOTE: UNANIMOUS

2. Consideration of Report and Recommendation on Proposed Policy for Volunteer Fire Service by a County Employee.

BACKGROUND: During the last Personnel Committee meeting, (June 10, 1999) direction was given to consider whether a policy needs to be changed or created to address volunteer protective fire service provided by county employees. This question came about in response to a recent situation where a county employee performed volunteer firefighter duties that overlapped into his normal county work hours. Interest was expressed to consider a way to prevent an employee from being charged for time

served in these situations, especially if they are performing a protective service to the community.

CONSIDERATIONS: James Lawson, Personnel Services Manager has researched guidelines that might relate to volunteer protective fire service performed by county employees. The guidelines reviewed included the County's policies regarding military and civil leave to determine applicability to volunteer fire service. Based on Mr. Lawson's review, he has provided the following for consideration:

- No current policy or ordinance addresses the use of county time for performing volunteer fire service. The military leave policy allows an employee to be granted up to 120 hours of leave for military service, contingent upon the receipt of official military orders. The civil leave policy entitles employees to leave with pay for the length of jury duty or for serving as a court witness for federal or state governments.
- The County also has provisions for other forms of leave that allow for paid absences from work. Funeral leave is a paid absence granted by the county to allow up to three (3) working days off (per occurrence) for a death in the employee's immediate family. School participation leave grants employees who are parents up to four (4) hours leave per fiscal year to attend or participate in their child's school activities.

RECOMMENDATION: Consider the following proposed policy for volunteer fire service by a county employee:

A county employee who is an active member of a volunteer fire department may be granted, by his/her department head, up to three (3) hours leave, per occurrence, when the employee has responded to a fire call and the time of the completion of the fire duty delays the employee from reporting to his/her county work site at the start of the work day. Further, the employee must provide written evidence, for attachment to his/her county time sheet, from the senior fire official on such fire call, certifying the time the call was received by the volunteer fire department and the time the employee (volunteer fireman) was released from the call.

James Martin, Deputy County Manager reviewed the information in the packet for the committee members.

MOTION: Commissioner Warren offered a motion to approve the recommendation from staff concerning the proposed policy for volunteer fire service by a county employee.

SECOND: Chairman Baggett

DISCUSSION: Chairman Baggett stated this policy appears to address the concerns raised to him. He feels three hours is reasonable and likes the fact the leave must have documentation. He is not aware of any other volunteer emergency personnel that this policy would apply to. He noted he had been asked about employees volunteering for the Red Cross in emergency situations. He does not feel the need for a policy to cover every situation. He feels they should deal with the situation at hand.

Mr. Martin noted staff wanted this policy to be specific. They did not want to open this up to situations that have not even taken place.

Commissioner Warren asked staff if any of them knew of any other occurrence during a disaster relief effort that has caused a problem similar to this situation.

Mr. Strassenburg advised he was not aware of any other problem. He noted the County would declare a State of Emergency during a disaster and rules and regulations under that type of circumstance would be followed.

Ricky Strickland, County Fire Marshal noted some fire departments are first responders on EMS calls. The committee may want to incorporate EMS calls into this policy.

AMENDED

MOTION: Commissioner Warren offered a motion to approve the recommendation from staff concerning the proposed policy for volunteer fire service by a county employee. The portion noting fire call or fire duty should be changed to emergency services or emergency services dispatched by a volunteer or rural fire department.

SECOND: Chairman Baggett

VOTE: UNANIMOUS

Mr. Strassenburg noted if this policy is approved by the full Board of Commissioners, it will become part of the Personnel Ordinance.

3. Consideration of Proposed Classification Changes.

James Lawson reviewed the Proposed Classification Changes for the committee. The information is attached to these minutes.

The following positions were presented for consideration:

1. Department: Administration
Position: # 214, Internal Auditor

2. Department: Planning
Position: #611, Office Support III
3. Department: Sheriff's Office
Position: #1948, Office Support III
4. Department: Solid Waste
Position: #1515, Equipment Operator I

Mr. Lawson reviewed each of the classification changes. He noted position #68; Internal Auditor required more analysis than the other positions. The other positions basically have had an increase in responsibilities.

Chairman Baggett asked if the position for Solid Waste was at the Wilkes Road container site.

John Bittle, Solid Waste Management Director, advised the position was at the Wilkes Road site. The person in this position has taken on many more responsibilities and he feels they should be compensated for the work being done.

MOTION: Commissioner Warren offered a motion to approve the proposed classification changes for position numbers 214, 611, 1948 and 1515 as recommended by management.

SECOND: Chairman Baggett

VOTE: UNANIMOUS

4. Consideration of Changes for the FY 1999-2000 Position Classification and Pay Plan.

BACKGROUND: The fiscal year 1999-2000 Position Classification and Pay Plan has been updated to reflect all classification changes that have occurred since its last annual approval by the board of County Commissioners on 9/8/98. This information is provided for annual approval of the classification plan, pursuant to section 10-27 of the Cumberland County Code. The following attachments (attachments are made a part of these minutes) list the changes, grouped by the categories indicated:

Attachment A – Classification Changes Approved by the Board of County Commissioners

Attachment B – New Classifications Established for Agencies Subject to the State Personnel Act (Health, Mental Health, and Social Services)

Attachment C – Deletions

Attachment D – State Mandated Classification Changes Submitted for Board of County Commissioner Approval

Attachment E – Proposed Classification Change Submitted for Board of County Commissioner Approval

Attachment F – Job Classification Listing (Grade Order)

Attachment G – Physician Salary Schedule

RECOMMENDATION/PROPOSED ACTION: Adopt the FY 1999-2000 Position Classification and Pay Plan effective 7/4/99 to include the changes reflected on Attachments A through G.

James Lawson noted any time changes are made to the pay plan document, it must be approved by the full Board of Commissioners. All actions have been approved with the exception of Attachments D & E. Attachments D & E have not been approved by the full Board of Commissioners.

MOTION: Commissioner Warren offered a motion to approve the FY 1999-2000 Position Classification and Pay Plan as presented and that the Pay Plan is to be effective 7/4/99 and include the changes reflected in Attachments A and G.

SECOND: Chairman Baggett

VOTE: UNANIMOUS

5. Other Committee Concerns.

Commissioner Warren noted he would like staff to determine what would be necessary to have the County Landfill open on a regular basis. He has had several homebuilders express concern over this matter.

Mr. Bittle noted the Ann Street Landfill is open from 8AM to 5PM Monday through Friday and from 8AM to 12Noon on Saturdays. He noted the Wilkes Road site is closed on Monday. This is due to recent budget cuts.

Commissioner Warren stated he would like staff to determine what it would take to have the Wilkes Road site open on Monday. He wants the County to make it easier for businesses to operate.

Personnel Committee
August 12, 1999
Page 6

Chairman Baggett noted the number of shingles illegally dumped in rural areas of the County. If sites were open more often, it may encourage people to take them to the landfill.

Mr. Bittle stated he feels the tipping charge to dump shingles, not the hours of operation is the contributing factor to their being illegally dumped. He was of the understanding that a fee was paid to the Inspections Office when a permit was issued to do such work. When the old shingles are taken to the Landfill, the citizen would receive a receipt that would allow them to receive a portion of the fee they paid to the Inspections Department back.

Commissioner Warren stated consideration could be given to treat shingles the same way white goods are. The fee would be paid up-front.

It was noted state legislation would be required to treat shingles the same as white goods.

Mr. Strassenburg noted the Board of Commissioners could raise this issue with the legislative delegation when they meet early next year.

Grainger Barrett, County Attorney noted the procedures concerning shingles that Mr. Bittle referred to might never have actually become a policy. It seems County Departments were not able to come to an agreement on their roles with this policy.

Mr. Strassenburg noted staff would look into this issue to determine if there are any incentives in this area.

Commissioner Warren asked staff to look into this matter and bring information back to the Committee at its next meeting.

Mr. Strassenburg noted information would be presented at the next meeting.

Commissioner Warren also noted the fact that the computers in the County Tax Department were down last Tuesday and Wednesday. This situation makes it impossible for attorneys, land developers and realtors to obtain information. He would like staff to address a backup computer system and what that would entail. He noted the Personnel Committee might not be the right committee to discuss this matter.

Chairman Baggett stated he and Mr. Strassenburg had a conversation recently about this matter. He noted there are planned periods when the computer system is down.

Mr. Barrett noted the down time referred to by Commissioner Warren was planned down time. Due to the nature of the work being done on the system, the computer had to be

down. Commissioner Warren's concern is a question of having the ability to access existing information while we are doing programming input.

Mr. Strassenburg stated they normally like to perform this work at night or over a weekend. The annual tax bill preparation requires use of the whole system. He will speak with Information Services to look into what could be done to eliminate down time during business hours. He will also check into a backup system. He noted they are aware of the inconvenience to the public when this happens.

No other committee concerns were raised.

Meeting adjourned at 10:45 AM.