

TOWN OF LUMSDEN
MINUTES OF THE GROUP II - COMMITTEE MEETING
HELD ON TUESDAY OCTOBER 2nd, 2007

The Group II Committee convened their regular meeting in the Council Chambers of the Town Office, on the afternoon of Tuesday, October 2nd, 2007 at 4:00 p.m. with Committee Chairman Dan Kirby presiding.

Present: Chairman:	Dan Kirby
Mayor:	Verne Barber
Councillor:	Al Sulma, Sid Sikorski arrived at 4:50pm
Administrator:	Wayne Zerff
Public Works Supervisor:	Bob Schulz
Assistant Foreman:	Jeff Carey
Water/Wastewater Operator:	Dave Cherney

Committee Reports

The committee discussed the resignation of Public Works Supervisor Bob Schulz and the internal job posting for an Acting Public Works Supervisor with the staff present. One application was received for the position from Jeff Carey. Dave Cherney indicated the reasons why he was not interested in the position as advertised; mainly due to what he deemed to be an extremely heavy workload the position would bring to any new candidate.

Dave went on to explain that Bob's vacancy places a burden on the water/wastewater operation as now he is the only qualified operator. He indicated that as such, he is supposed to always be within a 4 hour distance of the community. No other employee has yet to achieve level 1 certification and it appears that some staff lacks the interest in achieving this certification. Jeff indicated that he would apply for his level 1 certificate in water and wastewater operation, but needed an additional two years experience before he could achieve his level 2 Certification. Lumsden requires a level 2 certificate under current regulations and job descriptions. Dave indicated that a backup operator is in the best interest of the municipality, and it was suggested that none of the current staff is interested in such a position. It was suggested that perhaps an advertisement for an operator or trainee should be considered by Council.

Both Dave and Jeff indicated that they would prefer to share the public works supervisor position, until Council has made their decision on a final direction in the job requirements. They indicated that this is the only way they see success in offsetting the duties and responsibilities that Bob performed. The engineering and mapping portion of the job description would have to be contracted out during the six month review period. Jeff agreed and indicated that he would prefer the sharing of the public works supervisor job duties, rather than attempting to perform the entire duties of the position by himself. Part of the problem is that he would not have an assistant foreman on the public works side of the operation. They indicated they would be willing to share the portion of Bob's salary above \$40,000 per annum, in consideration of the additional duties they would be taking on.

Public Works Staff Left the committee meeting.

The committee discussed the presentation and comments of the staff and found that a desire for one supervisor still existed to some degree. However, after much discussion it was agreed that the committee could not fill the position, given the comments of the employees; and it would not be in the best interest of the municipality. The only other option was to leave the position of the Public Works Supervisor vacant until Council completes its review of the public works supervisor position. The committee discussed the use of performance goals, and how the split of public works supervisor job duties would result. As well the discussion of the Fire Chief was discussed and whether it needs to be part of the Public Works Supervisor position.

Acting Public Works Supervisor Position:

Barber/Sikorski: “That we recommend Council leave the position of Acting Public Works Supervisor vacant, as staff are unanimous in their recommendation and it is in the best interest of the municipality to have a structure in which staff are empowered to perform their duties; and

“That effective October 15th Dave Cherney and Jeff Carey are to assume the responsibilities of the Public Works Supervisor position, except for engineering and mapping duties; and

“That we recommend Dave Cherney and Jeff Carey be reimbursed an additional \$500.00 per month as interim compensation for the additional duties they are to assume.”

CARRIED

Fire Chief:

Barber/Sulma: “That we recommend Council appoint Jeff Carey as Fire Chief effective October 15th, with annual compensation to be based on the option of either 1 weeks pay or 1 weeks holiday leave.”

CARRIED

Committee Review of Public Works Supervisor Position:

Sikorski/Barber: “That we recommend Council endorse the following items as the mandate for the Group II review of the Public Works Supervisor position:

- o Organization structure (review organization structure, reporting hierarchy),
- o Job roles/ responsibilities (review job roles/responsibilities and need for backup of key positions),
- o Fire Chief role (review need to be part of public works supervisor position),
- o Engineering role (in house engineer versus contracting municipal project services),
- o Project coordinator option (work with engineers/contractors to oversee municipal projects),
- o Manager or foreman (future union implications),
- o Mapping/GIS (in-house mapping expertise compared to contracting the work),
- o Salary Grid (changes to final roles and responsibility),
- o Day to day operations (impact on changes to day to day operations),
- o Shortage of skilled labour (ability to fill the different supervisor types),”

CARRIED

Adjournment:

246-07 Kirby/Barber: “That we adjourn this meeting at 5:45 p.m.”

CARRIED

Chairman

Administrator