

TOWN OF LUMSDEN / R.M. OF LUMSDEN No. 189
MINUTES OF DECEMBER 18th, 2012
JOINT ADMINISTRATION COMMITTEE MEETING

The members of the Joint Administration Committee met in the Council Chambers of the Municipal Office, on the evening of Tuesday, December 18, 2012 at 7:03 p.m. with Jim Hipkin as Chairman.

Present: Reeve: Jim Hipkin
 RM Councillor: Tom Harrison, Kent Farago
 Mayor: Bryan Matheson
 Town Councillor: Rhonda Phillips, Jane Cogger
 Asst. Administrator: Darcie Cooper

Minutes:

Phillips/Harrison: "That the minutes of the November 20, 2012 Joint Administration Committee meeting be approved as circulated."
CARRIED

Lumsden & District Fire Department Report:

Lumsden & District Fire Chief, Jeff Carey appeared before the Committee to provide information regarding a fire call rate review, changing dispatch services and highlights from the 2012 year.

Delegations:

7:30 p.m. Ron Hilton and Keith Schneider, with Advoco Consulting Ltd. appeared before the Committee to do a presentation on the municipal management services that they provide and proposal for an operation review of the joint administration office.

Assistant Administrator's Report:

Assistant Administrator, Darcie Cooper provided a written report on various Joint Administration matters.

Farago/Matheson: "That we accept the Assistant Administrator's report as presented."
CARRIED

NEW BUSINESS:

Fire Call Rate Increases:

Matheson/Farago: "That we recommend each council adopt new fire call rates as proposed by Fire Chief, Jeff Carey as follows:

Equipment Rate Firefighter Hourly rates

Emergency Response basic Rate \$750
 (Basic rate includes one apparatus for the first hour)
 Fire Apparatus \$250 per/hour
 Support Vehicle (optional) \$100 per/hour

Firefighter Hourly Rates

Fire Chief	\$35.00
Deputy Fire Chief	\$30.00 (increase from \$25.00)
Captain (new)	\$25.00
Firefighter	\$20.00 (increase from \$18.00)

Minimum call out is one hour."

CARRIED

Fire Department Dispatch:

Phillips/Cogger: "That we agree with the recommendation of Fire Chief Jeff Carey and recommend each Council approve the switch from the current fire department dispatch out of Regina to the Provincial Public Safety Communications Centre out of Prince Albert for the following reasons:

- Dispatch will be done more expediently because the calls will not have to be routed from Prince Albert to Regina then to Lumsden
- There will be a decrease in fees for the service from \$1.50 to \$1.25 per population
- More detailed incident tracking from the beginning to the end of the fire call; and

IRH
DC

That we acknowledge the control burn phone number for rural residents will change and the new number will need to be communicated to the residents.”

CARRIED

Joint Administration Staff – Salary Grid Increase:

Matheson/Farago: “That we recommend each council approve a 2.5% increase to the 2012 Salary Grids for the 2013 year for the Joint Administration staff due to the following background information considered by the committee:

- Consumer Price Index for Regina is 3.0%
- Urban Municipal Association’s recommendation 3.0%
- Rural Municipal Association’s recommendation 1.6%; and

That the averages of the above rates and recommendations were used in determining the 2.5% Salary Grid increase.”

CARRIED

Chief Administrative Officer – Appointment:

Phillips/Matheson: “That we agree to appoint Darcie Cooper as the Chief Administrative Officer, on an interim basis, effective immediately at Step 2 of the Chief Administrative Salary Grid (\$74,911/yr); and

That we authorize her to have the necessary changes made regarding the change to the banking signing authority.”

CARRIED

Joint Administration Staff 2013 Steps:

Farago/Cogger: “That in consideration of the Joint Administration employee performance evaluations completed by the Chief Administrative Officer, we recommend each Council approve the following Joint Administration employee 2013 salary steps:

(Salary and Wage amounts below reflect the 2012 rates of the Salary grids)

Krystal Strong	Asst. Administrator	Step 3 to Step 4	(\$40,393 to \$42,009)
Joan Agopsowicz	Office Services Clerk	Step 11	(\$20.21/hr)
Brenda Boos	Office Services Clerk	Step 11	(\$20.21/hr)
Marla Lillejord	Office Services Clerk	Step 3 to Step 4	(\$17.09/hr to \$17.68/hr.)
Darcie Cooper	Chief Administrative Officer	Step 2	(\$74,911/year)”

CARRIED

Interim Chief Administrative Officer – Overtime:

Farago/Phillips: “That, due to the shortage of staff, we recommend each Council approve the accrual/payment of overtime that Chief Administrative Officer, Darcie Cooper accumulates in the interim until the staff vacancy is filled; and

That we agree that payment of any accumulated hours over 70 hours be paid out, as it is accrued.”

CARRIED

Councillor Jane Cogger left at 9:15 p.m.

Advoco Consulting – External Review:

Phillips/Harrison: “That we agree to contract Advoco Consulting Ltd. to perform an external review of the Joint Administration operation at a cost of \$110.00 per hour; and

That we agree to put together terms of reference upon which they will base their review; and

That the terms of reference for the project will be approved by the Reeve and the Mayor by January 9th, 2013 and then forwarded to the Consulting Group to commence their review.”

CARRIED

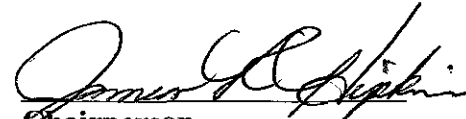
Next Meeting:

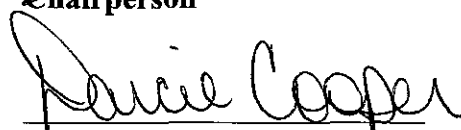
The next meeting will be the Joint Council supper meeting on Tuesday, January 15th at 6:00p.m. at the Lumsden Hotel, with the R.M. to host.

Adjournment:

Phillips/Harrison: “That this meeting be adjourned at 10:01 p.m.”

CARRIED


Chairperson


Chief Administrative Officer