

CITY OF GRAND BLANC  
PERSONNEL COMMITTEE  
WEDNESDAY, JULY 24, 2019  
6:15 p.m.

1. Call to Order
2. Public Comment (Limited to 3 Minutes)
3. Approval of Minutes of June 12, 2019 Enclosure 1
4. Command Union - Memorandum of Understanding Enclosure 2
5. Proposed Fire Department Wage Schedules Enclosure 3
6. Miscellaneous/Other
7. Adjourn

City of Grand Blanc  
Personnel Meeting Minutes  
Minutes of June 12, 2019  
6:15 P.M.

Present: John Creasey, Susan Soderstrom, Paula Nas

Absent: Lisa Blondell

Staff: Wendy Jean-Buhrer, Christina Irwin

Guests: Julie Nielsen, Christopher Carr, Gary Gould, Liz Hill, Carolyn Sifferman

1. Call to order

The meeting was called to order at 6:15 p.m. by Creasey.

2. Public Comment

There was no public comment.

3. Approval of Minutes of April 10, 2019

Nas made the motion to recommend approval of the April 10, 2019 Personnel Committee Minutes. Creasey Supported. Motion carried by verbal vote.

4. Paid On-Call Firefighter Job Description -

Jean-Buhrer discussed the background on the need for this description. She referred to Irwin to discuss the process used for drafting the description. Irwin stated she looked at other municipalities for examples. These were merged into one document before being reviewed by the Fire Chief and City Manager.

Motion to recommend approval to the City Council the Paid On-Call Firefighter job description by Nas, supported by Creasey. Motion carried.

5. Assistant Fire Chief Job Description –

Jean-Buhrer discussed the background and stated the same process was used to draft the Assistant Fire Chief job description.

Motion to recommend approval to the City Council the Assistant Fire Chief job description by Nas, supported by Creasey. Motion carried.

6. Michigan Employees Retirement System Update –

Jean-Buhrer stated this is the notice of valuations from MERS. This impacts employee hired before February 2018; newer employees are placed into a 401(k) program. The valuation will result in some funding ratio issues. Options were given to increase the current funding slightly now to avoid substantial costs later.

7. Command Union -

a. Retirement Health Savings Account Update

Irwin stated the Command Unit has decided on ICMA for this benefit. Currently, we are waiting for the next steps from ICMA before proceeding.

b. Memorandum of Understanding

Jean-Buhrer stated the Command Unit would like to be firefighters. They presented an MOU to the current contract. Discussion ensued.

Motion by Nas to recommend to City Council the approval of the MOU from the Police Command Unit to serve in the capacity of public safety officers, supported by Creasey. Motion carried.

8. Proposed Fire Department Wage Schedules

Jean-Buhrer presented a proposed wages spreadsheet. There was a proposed contribution to a firefighters 457 retirement account of \$10.00 per run, but the firefighters requested to increase the wage \$1.00 per hour instead. A retirement account with little money contributed would be time consuming and wasteful to track. The City typically has 5-14 actual fire runs per year.

Motion by Nas to recommend to City Council the approval of the non-union and certified employee wage scale, supported by Creasey. Motion carried.

9. Miscellaneous/Other

Jean-Buhrer presented an updated volunteer firefighter section to be added to the Personnel Handbook. Joshua Leadford from Masud Labor Law drafted the language.

Motion by Nas to recommend to City Council approval of the Handbook re Motion by Blondell supported by Nas to recommend to City Council for approval of a Fire Chief Job Description. Motion carried.

Jean-Buhrer presented an Acknowledgement for Dual Roles Form to cover the patrol officers that would like to be firefighters as an individual while waiting for the union to negotiate as a whole unit.

Discussion ensued. Decision was to table until more clarification is brought to a later meeting date.

10. The meeting adjourned at 6:33 P.M.

Respectfully submitted,

Christina Irwin  
Human Resources/Event Coordinator

Memorandum of Understanding  
Between  
City of Grand Blanc  
-and-  
Police Officer Labor Council,  
Grand Blanc City Police Command Unit

This Memorandum of Understanding (MOU) is made by and between the parties, City of Grand Blanc (hereinafter referred to as "City") and the Police Officer Labor Council, Grand Blanc City Police Command Unit (hereinafter referred to as "Union"). This MOU is to confirm the agreement between the parties regarding the performance of firefighting duties in the capacity of public safety officer. The parties agree as follows:

1. That Command Officers who hold certification to perform firefighting duties will also serve the community in the capacity of public safety officer.
2. That a Command Officer who becomes a certified firefighter before May 31, 2020, will receive a one-time \$1,500 lump sum payment the first payroll of June 2020.
3. That a Command Officer who thereafter maintains firefighter certification and continues to serve in the capacity of public safety officer will receive a \$3,000 lump sum payment the first payroll of December 2020 and annually thereafter.
4. That a Command Officer who is called upon to perform firefighting duties during their regularly scheduled job assignment as a law enforcement officer will receive their normal pay in accordance with the parties' 2018-2021 collective bargaining agreement.
5. That if a Command Officer responds to a fire call during their off-duty hours ("on-call fire work"), the Command Officer's compensation will be as specified by this MOU.
6. That a Command Officer will be paid the rate of \$17.00 per hour for on-call fire work.
7. That a Command Officer may be required to undertake training related to firefighter work.
8. That a Command Officer will be paid the rate of \$17.00 for assigned training hours.
9. That if a Command Officer actually works (inclusive of on-call fire work/assigned fire training), more than 171 total hours in a 28 day work period, the Command Officer will receive compensatory time off at a rate of 1.5 hours of compensatory time for each hour of on-call fire/assigned training work performed over the 171 total hour threshold.
10. That if a Command Officer has banked the maximum number of hours of compensatory time off allowable under applicable law, overtime legally required to be paid for on-call fire work will be paid at a rate of 1.5 times \$17.00 per hour or 1.5 times \$17.00 per hour for assigned training hours.
11. That paid time off granted a Command Officer under the terms of the parties' 2018-2021 collective bargaining agreement shall not be counted toward the 171 total hour threshold as it relates to on-call fire work/fire training.
12. That this MOU does not modify a Command Officer's compensation provided under the terms of the parties' 2018-2021 collective bargaining agreement relating to their regularly scheduled hours of work.

FOR THE CITY:

BY: \_\_\_\_\_  
WENDY JEAN-BUHRER, City Manager

DATED: \_\_\_\_\_

FOR THE UNION:

BY: \_\_\_\_\_  
HAL TELLING, Business Agent

DATED: \_\_\_\_\_

City of Grand Blanc  
Proposed Fire Department Wage Schedule  
Union and Non-Union

Training and Firefighting Per Hour	\$ 17.00
Runs and Training Only - After City Hours	
Certification Before 5/31/2020 - Payroll after Certification	\$ 1,500.00
Certification Thereafter - Annual 1st Payroll in December	\$ 3,000.00
Chief Annual	\$ 60,000.00
Assistant Chief Annual	\$ 35,000.00
Officer Stipend per month (2)	\$ 200.00
Lieutenant and Captain	
<b><u>Other:</u></b>	
Per Run Contribution Into 457 Retirement Account	Removed
3 Year Vest	
Planet Fitness Stipend per month	\$ 10.00
Must Complete Every Required Training	