

PERSONNEL COMMITTEE

5:45 p.m., Wednesday, May 4, 2011

The Personnel Committee held its regular meeting at 5:45 p.m. on Wednesday, May 4, 2011 in Council Chambers of City Hall, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Committee members Bettelli and Piening, Chair Thomas, Assistant to the Administrator Dziuban, Chief Buckhannon and City Clerk Copeland. A quorum was present to conduct business.

1. Chair Thomas called the meeting to order and acknowledged that the press and public had been duly notified of the meeting in accordance with the Freedom of Information Act.

2. Approval of Previous Meeting's Minutes

MOTION: Councilmember Bettelli moved to approve the minutes of the regular meeting of April 13, 2011 as submitted; Councilmember Piening seconded and the motion PASSED UNANIMOUSLY.

3. **Citizens' Comments** – None

4. Old Business

Review of FY 2011-2012 Operating and Capital Budgets for General Government and the Building Department

Assistant Dziuban stated that no changes have been made to the budgets since the Ways and Means Committee meeting.

The consensus of the Committee was that the budget was good and no further review was warranted.

5. New Business

Discussion of Command Positions in Police Department

Councilmember Bettelli reported that the Public Safety Committee had voted unanimously to recommend approval of the organizational chart, the job descriptions and salaries as presented by Chief Buckhannon to City Council.

Chief Buckhannon restated that the changes being contemplated come as a result of Lieutenant Wright's retirement April 1. He stated that, as he reviewed the work the Lieutenant was doing and considered what the next step should be, he recognized certain inefficiencies in the ways that work was being accomplished in the department with the staffing arrangement in place. The current organizational chart was distributed to the Committee without a heading to make it distinguishable from the proposed chart; copies of the organizational charts and job descriptions are attached to the historical record of the meeting.

The Chief explained that he looked at the span of control – a military term referring to the optimum number of persons for a supervisor to manage – as a way to re-organize the department. The structure with Lieutenant Wright had the Livability Sergeant, four (4) Patrol

Sergeants, the Detective Sergeant and Administrative Sergeant reporting to him, a total of seven (7) positions; ideally, in a small organization, the span of control should be four to six (4-6) people.

In the Chief's opinion, to more effectively manage the Department, he should split off the patrol function from the support services as shown in the new organizational chart.; one (1) supervisor is over the four (4) patrol sergeants and one (1) supervisor over communications, Livability, and the Detectives division. The proposed changes to the Police Department maintain the staffing level of thirty (30) full-time and one (1) permanent part-time positions, reduce the impact on the General Fund by fourteen thousand dollars (\$14,000) and contains the same number of command layers.

Chief Buckhannon explained that he had changed the job titles from lieutenant to captain because the positions will be command staff and this will put them on the same level as staff in other organizations they will work with in the area.

Chair Thomas expressed concern that fewer uniformed patrol officers would be patrolling the island; the Chief assured him that the number would not change. When the Chair asked whether the paperwork would be reduced for the patrol officers, Chief Buckhannon answered that the paperwork process would be handled more efficiently.

Councilmember Piening questioned the difference in the number of telecommunicators between the existing organizational chart and the revised chart; Chief Buckhannon stated that the proposed Communications Supervisor was also a Telecommunicator.

In responding to Chair Thomas' question about the Chief's grooming his replacement, Chief Buckhannon stated that he would not be doing his job if he were to do otherwise, but the responsibility for hiring a new chief comes under the purview of the City Administrator.

MOTION: Councilmember Piening moved to approve the new command structure for the Police Department, the job descriptions and related salaries and to recommend the same to City Council; Chair Thomas seconded.

Councilmember Piening asked how the proposed salaries would be affected by merit increases in the future; the Chief stated that the affect should be negligible since Lieutenant Wright was at a much higher salary than the sergeants who are eligible for the job. In addition, the Chief informed the Committee that other retirements are anticipated in coming months whose replacements would be at a lower pay level.

VOTE: The motion PASSED UNANIMOUSLY.

6. Miscellaneous Business

The Committee agreed that a meeting would not be necessary for June.

Next Meeting Date: 5:45 p.m., Tuesday, July 12, 2011

7. **Executive Session** – not needed

8. **Adjourn**

MOTION: Councilmember Piening moved to adjourn the meeting at 6:10 p.m.;
Councilmember Bettelli seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk