

Board of Works and Safety

October 16, 2023

4:00 P. M.

Minutes

Call to Order: Mayor Samuel J. Craig

The Board of Public Works and Safety met on October 16, 2023, at StoneGate Art & Education Center, 931 15th Street for Regular Meeting. Honorable Mayor Samuel J. Craig presided and called the meeting to order at 4:00 P.M.

Members Present:

- Mayor Samuel J. Craig
- Judy Carlisle
- Charlene Hall (by Zoom)

Reading of Minutes

September 18, 2023-Regular Meeting

- ❖ Charlene Hall made the motion to approve September 18th minutes,
- ❖ Judy Carlisle seconded the motion,
 - ❖ ***All votes were in favor, No one opposed, Passed.***

Old Business:

1. White River Humane Society Proposed Amendments to “Humane Society Agreement”

- ❖ Judy Carlisle made the motion to table the agreement until contract negotiations are complete and council’s funding approval.
- ❖ Charlene Hall seconded the motion,
 - ❖ ***All votes were in favor, No one opposed, Approved.***

New Business:

1. SOP 103-Amendment-Promotions, One Year Probation Period, and Review Committee -Fire Department-Chief Luke Pinnick

- Establishes who can apply for an open position, evaluation detailed and light social media background.

- Charlene Hall made the motion to approve SOP 103.
- Judy Carlisle seconded the motion,

All votes were in favor, No one opposed, Passed.

BEDFORD FIRE DEPARTMENT SOP 103: Promotions, One Year Probation Period, and Review Committee Effective Date: November 18, 2019, Amended: October 16, 2023, Purpose: That all rank changes and officer promotions shall be made based equally on the individual's years of service and performance. General: It shall be the policy of the Bedford Fire Department that all rank changes and officer promotions shall be made based equally on the individual's years of service and performance. All rank changes and promotions include a 1-year probationary period during which time the Review Committee will assess the candidate. The fire chief has the final discretion in the determination of the promotion. Exception: This will not apply to Firefighters 1st, 2nd, and 3rd class as these classifications are not considered officer ranks. Available promotions shall be posted at headquarters and each outstation. Candidates seeking promotion shall provide written interest to the Fire Chief or his/her designee and shall be considered as follows: 1. Captains may apply for the position of Battalion Chief 2. Lieutenants may apply for the position of Captain 3. Senior Firefighters may apply for the position of Lieutenant. 4. The Fire Chief, at his/her discretion, may open written interest to the next rank (i.e.: Lieutenants may apply for Battalion Chief, Senior Firefighters may apply for Captains, First Class Firefighters may apply for Lieutenant...) Depending on the position the individual is being evaluated on, the following Review Committee will be formed: 1. The position of Battalion Chief: the committee shall consist of the Fire Chief, Deputy Chief and the department Training Officer. 2. The position of Captain: the committee shall consist of the Fire Chief, Deputy Chief, Battalion Chief, and department Training Officer. 3. The position of Lieutenant: the committee shall consist of the Fire Chief, Deputy Chief, Battalion Chief, Captain, and the department Training Officer. 4. The position of Senior Firefighter (Sergeant): the committee shall consist of the Fire Chief, Deputy Chief, Battalion Chief, Captain, and the department Training Officer. Human Resources will conduct a social media/light background check on all candidates for consideration by the Committee. The candidate's one (1) year probationary period shall consist of quarterly evaluations by the appropriate Review Committee. Each evaluator shall present their assessment and recommendation to the Committee, and the Committee shall discuss the same with the Candidate. The Fire Chief or his/her designee shall make the final decision whether to make the probationary candidate's promotion or rank change permanent. Based on a satisfactory result at the end of one (1) year, the Fire Chief, or his/her designee, will submit an official recommendation to the City of Bedford Board of Public Works and Safety for their review and final approval.

2. SOP 103 A -Appointment of Deputy Chief, Training Officer and Inspector-Fire Department-Chief Luke Pinnick

- SOP outlining appointment of positions.
- ❖ Judy Carlisle made the motion to approve SOP 103A.

- ❖ Charlene Hall seconded the motion,
 - ❖ *All votes were in favor, No one opposed, Approved.*

BEDFORD FIRE DEPARTMENT SOP 103(a): Appointment of Deputy Chief, Training Officer, and Inspector Effective Date: Purpose: It shall be the policy of the Bedford Fire Department that the Fire Chief, or his/her designee, shall make the appointment of the positions of Deputy Chief, Training Officer and Inspector with the approval and authorization of the Bedford Board of Public Works and Safety.

3. Request Acceptance of Deputy Chief -Fire Inspector Jason Stigall-Chief Luke Pinnick

- Chief Pinnick requested the board approve his appointment of Jason Stigall as Deputy Chief.
- Mayor Craig stated that they had had conversations and input for the benefits to having a Deputy Chief at the department.

- ❖ Charlene Hall made the motion to approve the appointment of Jason Stigall as Deputy Chief,
- ❖ Judy Carlisle seconded the motion,
 - ❖ *All votes were in favor, No one opposed, Approved.*

4. Request and Acceptance of Training Officer-Lieutenant Jeremy Nolan-Chief Pinnick

- Chief Pinnick requested the board approve his appointment of Jeremy Nolan as Training Officer.

- ❖ Judy Carlisle made the motion to approve the appointment of Jeremy Nolan as Training Officer,
- ❖ Charlene Hall seconded the motion,
 - ❖ *All votes were in favor, No one opposed, Approved.*

5. Request Acceptance of Recommendation of Performance and Promotion-Fire Department-Chief Luke Pinnick

- Lieutenant Shane S. Nolan-Permanent
- Senior Firefighter Toby J Tincher -Permanent
- Lieutenant David R. Zeeks to Captain-Promotion, Probationary.

- ❖ Charlene Hall made the motion to approve recommendations and promotion as requested,
- ❖ Judy Carlisle seconded the motion,

All votes were in favor, No one opposed, Approved.

6. Request Approval to Submit IFA Pay Application No.8 for State Road 58 Sewer Project-Misty Adams

- Misty Adams requested to pay Application No.8 in the amount of \$76,920.02.
- There will be one more Application to pay for and one change order on the project.

- ❖ Judy Carlisle made the motion to approve the payment as submitted,
- ❖ Charlene Hall seconded the motion,

❖ All votes were in favor, No one opposed, Approved.

7. Resolution 4-2023 -Authorizing the Sale or Disposal of Surplus Property- David Flinn

- The city has 39–64-gallon totes in surplus to transfer to the City of Mitchell for the Persimmon Festival for a payment of \$1.00.

- ❖ Charlene Hall made the motion to approve request,
- ❖ Judy Carlisle seconded the motion,

All votes were in favor, No one opposed, Approved.

8. Request Approval and Acceptance of Comcast Phone Contract-Mayor Sam Craig

- Comcast Enterprise Services-Business Voice Edge- Installation \$649. & \$12. with a monthly charge of \$1,797.55
- Smithville Enterprise & Small Business Solutions. Installation \$192 with a monthly charge of \$3,123.
- HPC Internet Services-Monthly charge of \$2,104.
- Mayor Craig stated that currently the phone system is going through City Hall. If the lines at City Hall go down, the entire system for the city will go down.
- With Comcast, all city offices will be separate and if City Hall lines went down, it would not affect other departments.

- ❖ Judy Carlisle made the motion to approve the phone contract with Comcast,
- ❖ Charlene Hall seconded the motion,

❖ All votes were in favor, No one opposed, Approved.

9. Request Acceptance of Regional Opportunities Initiatives (ROI) Grant Agreement for Spider Creek-Ashlynn Bender, Misty Adams

- Ashlynn Bender reported that the city received the READI Grant for the Spider Creek Infrastructure Project.
- Regional Opportunity Initiatives has awarded the city a grant in the amount of \$250,000 for the same project.

❖ Charlene Hall made the motion to approve grant agreement as presented,

❖ Judy Carlisle seconded the motion,

❖ *All votes were in favor, No one opposed, Approved.*

10. Request Approval and Acceptance of Administrative Leave-Police Department-Chief Terry Moore.

- Sergeant Toby Gerkin
- Officer Clay Blackburn
- Officer Nick Crulo
- Officer Brent Thompkins
- Chief Moore stated that with the officer involved shooting that happened on September 28th, the standard procedure is for the officers to be placed on administrative leave.
- The paid administrative leave will continue for the officers involved until the investigation is complete. The officer that was present but not involved will be back on duty next week.

❖ Judy Carlisle made the motion to approve the paid administrative leave,

❖ Charlene Hall seconded the motion,

❖ *All votes were in favor, No one opposed, Approved.*

11. Request Approval and Acceptance of Howe Minor Subdivision for William A Howe-2321 & 2319 Mitchell Road-Brandon Woodward

- William A Howe has requested two parcels be split to make Howe Minor Subdivision at 2321 & 2319 Mitchell Road.
- On August 29, 2023, the Planning Commission had a preliminary hearing for the request.
- On September 12, 2023, the Planning Commission had a public hearing on the request. No public input or opposition was received.
- The Planning Commission passed the request on to the BOW for their approval.

❖ Charlene Hall made the motion to approve request,

❖ Judy Carlisle seconded the motion,

All votes were in favor, No one opposed, Approved

12. Request Approval and Acceptance of Duke Lighting Contract Agreement-Work Order #51016464-Street Light for Tunnelton Road-David Flinn

- David Flinn presented a contract with Duke Energy for lighting along Tunnelton Road.
- Chief Moore requested the lighting due to the dark roadway between Brook Knoll and Whites Point.
- A three light system would be installed for \$5,865.93 with a monthly charge of \$18.30.

- ❖ Charlene Hall made the motion to approve Duke contract,
- ❖ Judy Carlisle abstained from the vote,
- ❖ Mayor Craig seconded the motion.

All votes were in favor, No one opposed, Approved.

13. Request Approval and acceptance of Proposal for City Concourse Building -David Flinn

- The Concourse building has a leak in the shop part of the building.
- Replacing the rubber roof would be \$27,500 (Exterior Pro Roofing).
- A metal truss system with a new roof and new garage doors was a better option and quotes were obtained.
- Flynn & Sons Excavating & Paving, Inc-\$42,382.59.
- Graber post Buildings-\$52,500.
- LCK Enterprises Inc. \$49,855.85
- David Flinn recommends the lowest quote from Flynn & Sons

- ❖ Judy Carlisle made the motion to approve the quote from Flynn & Sons,
- ❖ Charlene Hall seconded the motion,

All votes were in favor, No one opposed, Approved.

14. SOP-Police Department-New Hire Officer/Lateral Transfer Bonus Policy and Procedure -Pending Approval of Council-Denise Henderson

- Chief Moore stated that the city is having issues hiring police.
- To help with the process, he proposed a New Hire Officer/Lateral Transfer Bonus Policy to attract new applicants.
- Due to vacancies within the department, the payroll line for officers has enough funds available to fund the requested bonus and overtime for current officers.
- Clerk/Treasurer Billie Tumey verified that there is well over \$100,000 left in the Officers payroll line that was dedicated to pay the salaries of the positions that are vacant.

- Clerk/Treasurer Tumey consulted with DLGF and SBOA representatives, to confirm that a portion of funds from 2023 may encumbered to 2024 for the bonus policy, when approved by the City Council.
 - ❖ Charlene Hall made the motion to approve the New Hire Officer/Lateral Transfer Bonus pending council approval,
 - ❖ Judy Carlisle seconded the motion,
- All votes were in favor, No one opposed, Approved.*

New Hire sign on bonus (one-time) of \$5,000.00 in addition to regular salary

\$2,500.00 shall be paid on the first paycheck.
 \$2,500.00 shall be paid upon completion of Academy graduation, FTO program, and probation year.

Reimbursement: Should the Officer leave employment with the City within the first 3 years, the Officer shall reimburse the Police Department the hiring bonus pursuant to the following schedule:

<1 year from date of hire	100% of amount paid shall be reimbursed
1 year to <2 years from date of hire	67% of amount paid shall be reimbursed
2 years to <3 years from date of hire	33% of amount paid shall be reimbursed

Lateral Officer hiring bonus (one-time) depending on years of service can range from \$7,500.00 - \$10,000.00 in addition to regular salary.

1-5 years of law enforcement service would receive a \$7,500.00 hiring bonus; and
 6 + years of law enforcement service would receive \$10,000.00 hiring bonus, which shall be paid as follows:

\$3,000.00 on first check.
 \$3,000.00 with completion of probation year.
 At 18 months of hire date, half of the remaining balance will be paid.
 At 24 months of hire date, the remaining balance will be paid.

15. Request Approval and Acceptance of quote for Heating Unit -Harp Commons- Brandon Woodward

- Dayton’s Heating & Cooling-\$6,200.
- Air-Master Heating & Cooling-\$6,400.
- Meadows Heating & Cooling-No Reply
- Brandon Woodward stated that the heating unit at Harp Commons has quit working and needs to be replaced.

- Recommendation to approve the lowest quote from Dayton's Heating & Cooling
- ❖ Judy Carlisle made the motion to approve the quote from Dayton's Heating & Cooling,
- ❖ Charlene Hall seconded the motion,

All votes were in favor, No one opposed, Approved.

16. Request Approval, and Acceptance of Bids for Concrete-Harp Commons-David Flinn

- The concrete at Harp Commons needs to be replaced.
- Harrison Concrete-\$28,616
- Marlow Concrete-\$13,940
- Third quote no reply.
- David Flinn recommends the lowest bid from Marlow Concrete.

- ❖ Charlene Hall made the motion to approve the quote from Marlow Concrete,
- ❖ Judy Carlisle seconded the motion,

All votes were in favor, No one opposed, Approved.

17. Approval to Sign Claims

- ❖ Judy Carlisle made the motion to approve claims,
- ❖ Charlene Hall seconded the motion,
- ❖ *All votes were in favor, No one opposed, Approved.*

18. Discussion

- Mayor Craig discussed the possibility of moving the BOW and Council meetings to the third Tuesday of the month. At the September council meeting, a few of the council members stated that they may have a conflict and were going to look at their calendars.
- A discussion will be held tonight with the council at the council meeting and an update will be given at the next Board of Works Meeting.

19. Adjourn

- ❖ Charlene Hall made the motion to adjourn,
- ❖ Judy Carlisle seconded the motion,
- ❖ *All votes were in favor, No one Opposed, Passed, Meeting Adjourned*

Board of Works & Safety 2023

• *Samuel J. Craig, Mayor* _____

• *Judy Carlisle* _____

• *Charlene Hall* _____

Attest: Billie Tumeey
