

January 27, 2009

HUMAN RESOURCES & ADMINISTRATION COMMITTEE MEETING - MINUTES

On Tuesday, January 27, 2009 HR Committee held a Meeting.

Present:

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|----------|---------------------------|--------|-----------------------------|
| Council: | Councillor Randy Jessup | Staff: | Clerk, Harold Luckasavitch |
| | Mayor Percy Bresnahan | | Office Asst, Elaine Peacock |
| | Councillor Jane Dumas | | |
| | Councillor Robert Ogilvie | | |

Regrets:

- 1) Call to Order – 10:05 a.m.
- 2) Additions/Amendments to Agenda
 - None
- 3) Motion to Adopt Agenda as amended – R. Ogilvie, Seconded – J. Dumas
- 4) No pecuniary interest identified
- 5) Motion to Adopt Minutes of December 16th, 2008 meeting – J. Dumas, Seconded – R. Ogilvie
- 6) Business Arising from Minutes/Unfinished Business from Previous Meeting
 - Fire Marshall requirements for performance reviews
 - Elaine confirmed with Chief August that the Fire Marshall’s office has no requirement for completion performance reviews for volunteer firefighters. As instructed, this line was deleted from the job description prior to it going to Council for approval.
 - Job descriptions recently approved by Council have been distributed to Supervisors for signature.
 - Job Descriptions
 - Office descriptions all to be evaluated at the next meeting
 - Works Superintendent/Chief Building Official to be evaluated at the same time. The Clerk to confirm with Work Superintendent to put his Works and Building Official duties under separate headings in the same description.
 - Proposed job descriptions for the Works Dept. distributed
 - Discussion regarding proposed levels
 - Remove all percentages in all descriptions
 - Insert the statement “Washes, cleans and performs general housekeeping of vehicles and workplace before the end of each work day” after Duties and Responsibilities heading in all job descriptions
 - Fleet Coordinator/Equipment Operator is a new proposed position that will have accountability for the fleet
 - Fleet Management duties heading to be moved to first priority position on the description
 - Suggestion to consider using the Fleet Coordinator to schedule safety inspections for the fire trucks. The Clerk to recommend to Works Superintendent. If supported, Councillor Harper will be asked to propose this to the Fire Chiefs
 - Changes to job descriptions for Works Department to be made and prepared for presentation to Council at Feb 5/09 Council meeting for approval.
 - Salary Grid
 - Discussion. Require comparables from other small northern townships. Office Assistant to prepare something for the next meeting.

Mayor Bresnahan left the meeting

- Discussed memos to Fire Departments re DZ licensing.
- Distribute organization chart and HR&A Committee Summary to employees at the policy roll-out presentations.
- Discussed the issuing of policies prior to the HR Policy roll-out
- Discussed outstanding topics to ensure included in the next agenda:
 - Salary grid
 - Office job descriptions
 - Works Superintendent/CBO job description
 - Meetings with Staff once all job descriptions are approved by Council. The Supervisor, Councillor Jessup and Office Assistant will participate in these meetings with the employee(s)
 - Employee numbers
 - New Firefighter application
 - Firefighter cap – The Clerk to prepare a memo to Councillor Harper to discuss with the Fire Depts.
 - Police Checks for firefighters – The Clerk to prepare a memo to Fire Chiefs
 - Training for Wayne Dupuis – Office Assistant to source training schedules for basic health and safety training
 - Hiring Policy review
 - Alcohol and Substance Abuse Policy
 - Employee Issue – EI01 – Discussion. The Clerk will meet with the employee

7) Next Meeting February 10, 2009 at 10:00 a.m. in the Lester Smith Building

8) Motion to adjourn – J. Dumas, Seconded – R. Ogilvie at 12:20 p.m.

Randy Jessup, Chair _____