

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

ORDER NUMBER 022-2013

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that three (3) Part-time Firefighter positions and job description for the Gautier Fire Department are hereby approved.

IT IS FURTHER ORDERED that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Councilman Macfarland, seconded by Councilwoman Martin and the following vote was recorded:

AYES: Tommy Fortenberry
Johnny Jones
Hurley Ray Guillotte
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: None

MAYOR

ATTEST:

CITY CLERK

PASSED AND ADOPTED BLANK by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of February 5, 2013.

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Jason Pugh, Human Resources Director
Date: January 28, 2013
Subject: Request to Approve Three (3) Part-time Firefighter Positions

REQUEST:

The Human Resources Department requests that the Gautier City Council consider approving the creation of three (3) part-time firefighter positions at a pay rate of \$10.00 per hour.

BACKGROUND:

With the approval of the budget for 2013, the Gautier City Council approved a modification to the firefighters' monthly schedule to reduce built in overtime. During those budget discussions, the hiring of part-time firefighters and the creation of a part-time firefighter program were also discussed as a means to further reduce overtime costs.

DISCUSSION:

A proposed part-time firefighter program has been developed and awaits implementation. However, before the program can be implemented, the fire department's authorized strength should be increased to include three (3) part-time firefighter positions. These part-time firefighters will be utilized to ensure the fire shifts are maintained at a minimum safe staffing level when full-time firefighters are away from work on leave.

Part-time firefighters will be paid a rate of \$10.00 per hour, plus FICA, Workers' Compensation and PERS contributions. Part-time firefighters will be paid out of the approved overtime budget for FY 2012/2013.

The benefits of hiring part-time firefighters are monetary savings to the city due to not paying a full-time firefighter overtime to cover an undermanned fire shift. Furthermore, fire protection services should not decrease as the part-time firefighter will be state certified and trained in firefighting per State of Mississippi minimum standards.

** Full-time firefighters' overtime rates vary between \$16.13 - \$23.27 per hour plus and city contributions for FICA, Workers' Compensation, and PERS.

RECOMMENDATION:

The Human Resources Department recommends that the Gautier City Council approve the three (3) part-time firefighter positions.

ATTACHMENT(S):

Part-Time Firefighter Job Description

**FIREFIGHTER
(Part-time)**

Pay Rate: \$10.00 per hour

NATURE OF WORK

This is skilled public safety work involving the protection of life and property through firefighting. Work involves an element of danger and incumbent must be able to exercise independent discretion in emergencies.

Firefighting duties include: training and participation in the operation of department apparatus and the performance of hazardous duties under emergency conditions; combating, extinguishing, and preventing fires; and routine maintenance of equipment, apparatus, and quarters. Work may require strenuous exertion under such handicaps as smoke, fire, heat, and cramped surroundings.

Work is normally performed under close supervision in accordance with established policies and procedures. Supervision is received from superior officers who review work methods and results for adherence to standards through accomplishments, personal inspection, review of written reports covering activities, and discussion.

ILLUSTRATIVE EXAMPLES OF WORK

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

Work involves knowledge, skills, and abilities in the following areas:

Rules and Regulations	Fire Department Apparatus
Hose Lays	Fire Chemistry
Ladder Raises	Fire Service Hydraulics
Rescue & Protective Breathing	First Aid
Ventilation	Salvage & Overhaul
Forcible Entry	Portable Fire Extinguisher
Rope Slides, Knot Tying	Fire Prevention
Physical Training	Basic Tools & Their Use

Responds to fire alarms with a company; lays and connects hose; holds nozzles and directs water streams; climbs ladders; uses chemical fire extinguisher, bars, hooks, lines and other equipment.

Participates in fire drills; and studies assigned materials relating to firefighting, fire prevention, and EMS.

Ventilates burning buildings by opening windows and skylights or by chopping holes in roofs and floors.

Removes persons from danger; administers first aid to injured persons; performs salvage operations such as sweeping water, and removing debris.

Inspects buildings and premises for familiarization; checks for fire hazards.

May drive and operate motor driven equipment under special instructions and limited conditions on relief basis.

Performs other duties as determined by Fire Chief or supervisor.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of English, spelling, and math.

Knowledge of occupational hazards involved in the work and the safety precautions for safe performance of the job.

City of Gautier
City Manager _____

Date _____

**FIREFIGHTER
(Part-time)**

Ability to act quickly and calmly in emergency situations; to determine proper course of action in various dangerous situations, and use sound judgment in handling them.

Ability to read and write.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relations with co-workers and the public.

Ability and physical strength to do prolonged and arduous work.

Ability to climb ladders and work at considerable heights.

Ability to bend and crawl in cramped area.

Ability to lift, carry, push or pull heavy loads.

Ability to react to change productively and to handle other tasks as assigned.

Must maintain a valid Mississippi vehicle operator's license.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

Graduation from a high school or acceptable equivalent.

MINIMUM SPECIAL REQUIREMENTS-FIRE FIGHTER

1. Must be 21 years of age.
2. Must be Firefighter 1001 qualified.
3. Applicant(s) with Firefighter 1001 and 1002 will be given preference.

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

ORDER NUMBER 023-2013

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the part-time firefighter program for the Gautier Fire Department is hereby approved.

IT IS FURTHER ORDERED that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Councilman Macfarland, seconded by Councilwoman Martin and the following vote was recorded:

AYES: Tommy Fortenberry
Johnny Jones
Hurley Ray Guillotte
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: None

MAYOR

ATTEST:

CITY CLERK

PASSED AND ADOPTED by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of February 5, 2013.

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Jason Pugh, Human Resources Director
Date: 01/28/13
Subject: Request to Approve a Part Time Firefighter Program

REQUEST:

The Human Resources Department requests that the Gautier City Council consider approving the implementation of a Part Time Firefighter Program.

BACKGROUND:

With the approval of the budget for 2013, the Gautier City Council approved a modification to the firefighter's monthly schedule to reduce built in overtime. During those budget discussions, the hiring of part time firefighters and the creation of a part time firefighter program were also discussed as a means to further reduce overtime costs.

DISCUSSION:

A proposed part time firefighter program has been developed and awaits implementation. As part of this program, the Fire Chief will develop a roster of state certified firefighters who are employed at other fire departments in our region. These firefighters will be on call on their days off and will fill in for our fire shifts that are short handed due to our firefighters being away from work on leave. We will pay these part time firefighters \$10.00 per hour in lieu of paying our fulltime firefighters overtime to cover undermanned shifts. Fulltime firefighter's overtime rates vary between \$16.13 and \$23.27 per hour.

This program will be administered by the Fire Chief.

RECOMMENDATION:

The Human Resources Department recommends that the Gautier City Council approve the implementation of a Part Time Firefighter Program.

ATTACHMENT(S):

Part time firefighter information packet (Fire Chief Ray Frair)

PART-TIME FIREFIGHTER PROGRAM

QUALIFICATIONS

Part-time firefighters must have a current Mississippi Firefighter I qualification. Firefighters requesting part-time employment with the City of Gautier who also have Mississippi Firefighter II qualification will be given preference.

Part-time firefighters must have a current Mississippi or other state driver's license.

Part-time firefighters must fill out an application for part-time employment and provide a copy of their Mississippi State Certification as a Firefighter I prior to employment.

HOURS OF WORK

Part-time firefighters will be scheduled on an as-needed basis, but shall work no more than 120 hours in a 30 day period of time. The Administrative Assistant shall keep a personal record of all hours worked by part-time employees and shall notify the shift supervisors when part-time employees are within 24 hours of meeting the 120 hour maximum hours for the 30 day period of time.

Part-time firefighters will only be utilized to supplement the number of on-duty firefighters to a total of seven (7). Employment of part-time firefighters for the purpose of allowing for vacation, training or other such activities shall be prohibited except with the approval of the office of the chief.

BENEFITS

Part-time firefighters will be covered by Workers' Compensation while in the employment of the City of Gautier.

Part-time firefighters who are in the PERS program with their primary employer or other employer will be required to make the employee contribution to the program and the City shall be required to make the normal contribution required by the employer.

Part-time firefighters shall not accrue or utilize sick leave, vacation, K-days, training or other such special amenities or be entitled to same.

Part-time firefighters are not covered by Civil Service Rules and Regulations and therefore serve "at will".

TAXES

Part-time firefighters are not contract workers or independent contractors and therefore wages earned will be subject to all taxes and other deductions as paid by full-time employees.

UNIFORMS AND PPE'S

Station uniforms for part-time firefighters shall consist of the following:

1. Dark blue t-shirt as provided by the City of Gautier. (2 t-shirts shall be issued)
2. Dark blue PDU style pants (as approved by the Office of the Chief).
3. Black footwear (boots or oxford type supplied by the part-time firefighter and approved by the office of the chief).
4. Dark blue jacket for cold weather (provided by the part-time firefighter and as approved by the Office of the Chief.)

NOTE: Uniform components shall be at the discretion of the Office of the Chief and are subject to change as necessary.

Personal Protective Equipment (PPE's):

Part-time firefighters shall provide their own NFPA approved Personal Protective Equipment that is in serviceable condition, not in need of repair and approved by the Office of the Chief. The personal protective equipment shall consist of:

1. One Nomex or other approved hood.
2. One bunker coat
3. One bunker pants
4. One pair of suspenders
5. One helmet
6. One pair of firefighting gloves
7. One pair of fire boots (rubber or leather)

NOTE: The Office of the Chief reserves the right to substitute part-time employee provided personal protective equipment components with City of Gautier personal protective equipment when supplies are available.

All uniform components shall be clean, free of wrinkles and where necessary shined, at the start of each shift.

SCHEDULING OF PART-TIME FIREFIGHTERS

Part-time firefighters shall be used to supplement the number of on-duty firefighters to not more than 7 on any shift.

The Office of the Chief shall develop and provide to the three (3) shift supervisors a list of all qualified part-time firefighters. This list shall consist of the names of the part-time firefighter, contact number and shifts available to work.

When the on-duty shift supervisor develops information that a firefighter position for any given shift will require the need to replace the firefighter due to sickness, funeral, or other such activity, steps shall be taken to place a part-time firefighter in the needed position.

All part-time firefighters must be contacted by the shift supervisor prior to assigning a City of Gautier firefighter to the position on overtime. Efforts made by the shift supervisor to contact the part-time firefighters shall be documented in the narrative portion of the Station Log at Central Station.

If contact is made with a part-time firefighter and they accept the assignment, but will be delayed on arriving due to being still on duty at another department, or distance of travel or a previous commitment such as a doctor's appointment, and no other part-time firefighter is available, the on-duty shift supervisor shall detain one City of Gautier firefighter on overtime until the part-time firefighter arrives for duty. A notation into Central Station Daily Activity Log shall be made by the shift supervisor stating the need to provide a Gautier firefighter on a limited basis and the reason why.

Part-time firefighters shall not be utilized to allow vacation, training, K-days, or any other such activity without prior approval from the Office of the Chief. Part-time firefighters shall be used for increasing on-duty staffing levels to seven (7).

DUTIES OF PART-TIME FIREFIGHTERS

Part-time firefighters shall become familiar with all Rules and Regulations, Policy and Procedures and Standard Operating Guidelines adopted by the City of Gautier Fire Department. Shift supervisors shall provide guidance when necessary. Such guidance could be, but not limited to, needed interpretation of stated rules, regulations, policy and procedures, and SOG's. Part-time firefighters who willfully violated stated rules, regulations, policy and procedures, and SOG's shall be reported to the Office of the Chief in written form stating the violation.

NOTE: The exception to the statement above is the modification of the station uniform. As this program progresses, we can expect changes for station uniform compliance.

Part-time firefighters are subject to all duties assigned to City of Gautier firefighters and are expected to participate in training, building inspections as needed, hydrant inspections as needed, all station tasks and any task determined to be necessary by the Office of the Chief.

All part-time firefighters shall obey all legal directives given to them by superior officers whether they are in the fire house, on an incident scene or in the public domain.

Part-time firefighters shall not be utilized as primary drivers/operators unless under extreme emergency situations.

Shift supervisors shall insure part-time firefighters are familiar with and are qualified with the use of the MSA respiratory system used by the Gautier Fire Department.

Part-time firefighters are responsible for familiarizing themselves with the location of and use of all tools and equipment utilized by the Gautier Fire Department. Shift supervisors are responsible for insuring compliance.

Part-time firefighters are responsible for providing a current contact number that they can be contacted at for possible employment. If the numbers change, contact with the Administrative Assistant is mandatory.

PERFORMANCE EVALUATION

Every 60 days, shift supervisors shall review the work ethics, duty performance and dependability of part-time firefighters that have been assigned to their shifts. This evaluation shall be in the form of a letter listing the part-time firefighters who have worked on their shifts and shall also list the evaluation as "excellent, satisfactory, or unsatisfactory". All unsatisfactory ratings shall include an explanation of why the rating was given.

Part-time firefighters who are rated "unsatisfactory" shall be eliminated from the program by the authority of the Fire Chief and City Manager.

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

RESOLUTION NUMBER 004-2013

A RESOLUTION APPROVING THE SCHEDULE OF AUTHORIZED POSITIONS AND REORGANIZATION CHART

WHEREAS, it is the desire of the Mayor and Council to approve the Schedule of Authorized Positions and Organizational Chart on February 5, 2013 as presented by the City Manager in accordance with Mississippi Code of 1972 Section 21-9-45.

NOW, THEREFORE BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GAUTIER, MISSISSIPPI, THAT:

SECTION 1. The schedule of authorized funded full-time, part-time, and reserve positions listed below is hereby adopted, as amended.

**CITY OF GAUTIER
FY 2013
SCHEDULE OF AUTHORIZED POSITIONS
(Underline New/Strike-Thru ~~Old~~)**

	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
<u>JUDICIAL</u>					
City Judge	N/A	N/A		1	
City Attorney	N/A	N/A		1	
Total Funded				2	
Total Non-Funded					
<u>EXECUTIVE DEPT</u>					
City Manager	N/A	N/A	1		
Executive Asst	2080	10	1		
Total Funded			2		
Total Non-Funded					
<u>FINANCE DEPT</u>					
<u>Comptroller</u>	2080	<u>21</u>	1		
Finance Support Specialist	2080	11	1		
Accounting Generalist	2080	10	1		
Total Funded			3		
Total Non-Funded					
<u>HUMAN RESOURCES DEPT</u>					
Director	2080	21	1		
HR Generalist	2080	10	1		