

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

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**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)
<b><u>JUDICIAL</u></b>					
City Judge	N/A	N/A		1	
City Attorney	N/A	N/A		1	
<b>Total Funded</b>				<b>2</b>	
<b>Total Non-Funded</b>					
<b><u>EXECUTIVE DEPT</u></b>					
City Manager	N/A	N/A	1		
Executive Asst	2080	10	1		
<b>Total Funded</b>			<b>2</b>		
<b>Total Non-Funded</b>					
<b><u>FINANCE DEPT</u></b>					
<u>Comptroller</u>	2080	<u>21</u>	1		
Finance Support Specialist	2080	11	1		
Accounting Generalist	2080	10	1		
<b>Total Funded</b>			<b>3</b>		
<b>Total Non-Funded</b>					
<b><u>HUMAN RESOURCES DEPT</u></b>					
Director	2080	21	1		
HR Generalist	2080	10	1		

Custodian	2080	6	1		
Multi-Craft Maintenance Worker	2080	10	1		
<b><i>Fleet Maintenance</i></b>					
Mechanic II	2080	11	1		
Mechanic I	2080	10	1		
<b>Total Funded</b>			<b>6</b>		
<b>Total Non-Funded</b>					
<b><u>CITY CLERK DEPT</u></b>					
City Clerk	2080	21	1		
DCC / Executive Assistant	2080	11	1		
Purchasing Agent	2080	10	1		
Administrative Clerk	2080	8	1		
<b><i>Court Division</i></b>					
Court Clerk II	2080	10	1		
Deputy Court Clerk	2080	8	1		
<b>Total Funded</b>			<b>6</b>		
<b>Total Non-Funded</b>					
	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
<b><u>POLICE DEPT</u></b>					
Police Chief	2080	22	1		
Admin Assistant	2080	9	1		
<b><i>CID</i></b>					
Detective Captain	2080	15	1		
Detective Lieutenant	2080	14	1		
Detective Sergeant	2080	13/14	1		
Detective	2080	11/13	3		
FBI Task Force Officer	2080	13	1		
Narcotics Officer	2080	11	1		
Crime Prevention Officer	2080	11	1		
Records Clerk II	2080	7	1		
<b><i>Patrol</i></b>					
Patrol Captain	2080	15	1		
Patrol Lieutenant	2184	11	4		
Patrol Sergeant	2184	10S	4		
Patrol Officer **	2184	9/10	14		
Dispatcher / TAC Officer	2080	10	1		
Dispatcher	2184	7	7		
<b><i>Traffic/Admin</i></b>					
Traffic/Admin Captain	2080	15	1		
K9 Officer	2080	13	1		
Traffic Sergeant	2184	10S	1		
Traffic Officer	2184	10	4		
Animal Control Officer	2080	6	1		

School Guards	N/A	N/A		4	
Patrol Officer	N/A	N/A			21
<b>Total Funded</b>			<b>51</b>	<b>4</b>	<b>21</b>
<b>Total Non-Funded</b>					

\*\* Probationary officer 9  
Certified officer 10

	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
<b>FIRE DEPT</b>					
Fire Chief	2080	22	1		
Fire Marshall	2080	15	1		
Admin Assistant	2080	9	1		
Fire Captains	2808	10	3		
Fire Lieutenant	2808	9	6		
Firefighters ***	2808	9/10	18	<u>3</u>	
<b>Total Funded</b>			<b>30</b>	<b><u>3</u></b>	
<b>Total Non-Funded</b>					

\*\*\* Probationary firefighter 9  
Firefighter 10  
PT Firefighters (\$10.00/hr.)

	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
<b>ECONOMIC DEV DEPT</b>					
Director	2080	22	1		
Administrative Bookkeeper	2080	10	1		
Administrative Clerk	2080	8	1		
<b>Building &amp; Zoning</b>					
Building & Zoning Administrator	2080	13	1		
GIS Analyst/Draftsman	2080	11	1		
<b>Neighborhood Services</b>					
Grants and Projects Manager	2080	13	1		
Code Enforcement Officer	2080	10	1		
Planning Tech	2080	11	1		
Neighborhood Improv Coord	2080	10	unfunded		
<b>Cultural Services</b>					
Cultural Services Manager	2080	14	1		
Recreation Coordinator	2080	11	1		
Parks Supervisor	2080	11	1		
Equip Operator	2080	8	1		
<b>Total Funded</b>			<b>12</b>		
<b>Total Non-Funded</b>			<b>1</b>		
	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
<b>PUBLIC WORKS DEPT</b>					
<b>Utility Services</b>					

Division Manager	2080	14	1		
Field Supervisor	2080	13	1		
<b>Total Funded</b>			<b>2</b>		
<b>Total Non-Funded</b>					

Summary of Authorized Positions	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
Judicial Dept: Funded		2	
Executive Dept: Funded	2		
Finance Dept: Funded	3		
Human Resources Dept: Funded	6		
City Clerk Dept: Funded	6		
Police Dept: Funded	51	4	21
Non-Funded			
Fire Dept: Funded	30	3	
Econ Dev Dept: Funded	12		
Public Works Dept: Funded	2		
Non-Funded	1		
<b>Total</b>	<b>112</b>	<b>9</b>	<b>21</b>
<b>Total Non-Funded</b>	<b>1</b>		

**SECTION 2.** The City Manager is authorized and encouraged to supplement authorized personnel strength with voluntary workers, community service workers, and prisoners labor from any available source.

**SECTION 3.** 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 the 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 Amended Schedule of Authorized Positions and Amended Organizational Chart.

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**REQUEST:**

The Human Resources Department requests that the Gautier City Council approve the Amended Schedule of Authorized Positions and Organizational Chart.

**DISCUSSION:**

Upon council approval of part time firefighter positions and a part time firefighter program, the Schedule of Authorized Positions and Organizational Chart should be updated and approved by Council. The attached Schedule of Authorized Positions and Organizational Chart reflects the addition of three (3) part time firefighter positions as well as two (2) residual changes for internal consistency as adopted in the 2013 budget.

**FINANCIAL IMPACT:** The creation of the part time firefighters is established to reduce overtime expenses. The residual changes relating to grade modification for city clerk and comptroller positions is a nominal change of less than \$300 annually.

**RECOMMENDATION:**

The Human Resources Department recommends that the Gautier City Council approve the amended Schedule of Authorized Positions and Organizational Chart.

**ATTACHMENT(S):**

Amended Schedule of Authorized Positions  
Amended Organizational Chart



**FY 2013**  
 Presented for Approval February 5, 2013  
 (Underline New/Strike-Thru Old)

**CITY OF GAITHER ORGANIZATION CHART**

