

## **PERSONNEL COMMITTEE**

10:00 a.m., Tuesday, September 8, 2015

The regular meeting of the Personnel Committee was called to order at 10:00 a.m., Tuesday, September 8, 2015 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Bettelli and Ferencz, Chair Harrington, City Administrator Tucker and City Clerk Copeland; a quorum was present to conduct business.

1. Chair Harrington 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 Ferencz moved to approve the minutes of the regular meeting of July 6, 2015 as submitted; Councilmember Bettelli seconded and the motion PASSED UNANIMOUSLY.

3. **Citizens' Comments** – None

4. **Old Business** – None

5. **New Business**

#### **A. Consideration of changes to job descriptions in the Fire Department**

Chief Graham stated that the driver for the changes was to require firefighters and new hires to have EMT certification before being considered for promotion to engineer; this provision of the job descriptions goes into effect in January 2016. (Copies of the job descriptions are attached to the historical record of the meeting.)

Responding to Councilmember Ferencz' question, the City's doctors of record are Dr. Carr and Dr. Skeer.

**MOTION:** Councilmember Ferencz moved to recommend to City Council the adoption of the job description changes and clarification of language in the Fire Department; Councilmember Bettelli seconded and the motion PASSED UNANIMOUSLY.

#### **B. Discussion of appointments to boards and commissions**

Included in meeting packets was the listing of board/committee members whose terms expire at the end of 2015 and the names of residents who would like the opportunity to serve the City.

Administrator Tucker stated that additional vacancies exist on the ATAX Committee because Franny Russell moved off the island and Carol Rice will be on City Council. The Vice Chair of the ATAX Committee has stepped up to steer the Committee for the balance of the year, and the seats to be filled must represent the cultural side of tourism and hospitality-lodging. The Committee member whose term expires filled an "at-large" seat, meaning that anyone could serve, but Ms. Miller has indicated that she would like to be re-appointed.

Chair Harrington reported that Bev Ballow has indicated to him that she plans to resign from the Planning Commission; Ron Denton, Lisa Safford and Noel Scott have stated that they would like to be re-appointed.

Councilmember Bettelli stated that the Committee should schedule interviews for the three (3) new applicants before beginning its deliberations; the Committee agreed that they could be available in the afternoon of Tuesday, September 15<sup>th</sup> and anytime during the day on Thursday, September 17<sup>th</sup>. The City Clerk will schedule dates and times for the interviews and notify the Committee members. The interviews will be recorded and transcribed in case a member of the Committee is unable to attend or a Councilmember wants to review.

Mary Carter, who is serving on the Code Board of Appeals, has stated that she would prefer not to be re-appointed, while Mr. Mitchell is willing to be considered for re-appointment. It would be advantageous to the Committee if the person selected had some type of building trades experience since they make decisions regarding variations to the building code.

**MOTION: Councilmember Bettelli moved to accept late applications for boards and commissions; Chair Harrington seconded and the motion PASSED UNANIMOUSLY.**

Copies of the materials are attached to the historical record of the meeting.

## **6. Miscellaneous Business**

### **Employee Recognition**

Attached to the minutes is a very complimentary letter from Christine Donovan, 31-26<sup>th</sup> Avenue, for the City's Fire Department and their exemplary service to a family in a very stressful time.

Chair Harrington commented that this type of response is what makes the City a good place to live. (A copy of the letter is attached to the historical record of the meeting.)

**MOTION: Chair Harrington moved to accept the letter and to move it forward to City Council; Councilmember Bettelli seconded and the motion PASSED UNANIMOUSLY.**

**Next Meeting Date: 10:00 a.m., Monday, October 5<sup>th</sup> in the Conference Room.**

**7. Executive Session – unnecessary**

**8. Adjourn**

**MOTION: Councilmember Bettelli moved to adjourn the meeting at 10:30 a.m.; Chair Harrington seconded and the motion PASSED UNANIMOUSLY.**

Respectfully submitted:

Marie Copeland, City Clerk