

City of West Lafayette, Indiana
Board of Public Works and Safety
MINUTES

June 12, 2012
8:30 a.m.
City Hall Council Chambers

Members present were Bradley W. Marley, Jonathan C. Speaker, and Elizabeth M. Stull. Sana G. Booker was absent. Mayor Dennis presided.

1. APPROVAL OF MINUTES

a. June 5, 2012, Meeting

Mr. Marley moved to accept the minutes of the June 5, 2012, Board of Works meeting. Mr. Speaker seconded the motion.

The motion was adopted.

2. NEW BUSINESS

a. New Hires: Interns – Brock Wolfe and Lucas Henrickson – IT

Information Technology Manager Newman requested approval to hire interns Brock Wolfe and Lucas Henrickson, each at a salary of \$10.00 per hour or \$800.00 bi-weekly, effective June 12, 2012. Manager Newman explained that both interns are from Purdue University. Brock Wolfe is a graduate of Purdue University and Ivy Tech and a former Marine. Lucas is a senior at Purdue University.

Mayor Dennis asked what the interns would be used for. Information Technology Manager Newman responded that they would initially be used for deploying personal computers, then performing an assessment by location for insurance purposes. Time permitting, they would help with work evaluating needs in the Clerk-Treasurer's office for the move that will be done this fall. He said he would have the interns until late summer, or early fall.

Mr. Speaker moved that the hires of interns Brock Wolfe and Lucas Henrickson, at the rate of \$10.00 per hour or \$800.00 bi-weekly, effective June 12, 2012 be approved. Mr. Marley seconded the motion.

The motion was adopted.

b. Promotion/Elevation: Scott Barker, Terry Jones, Gregg Booth, Mike Anthrop, Bruce Sigman to Captain; John Irr and Jeff Richards to Lieutenant; Jeff Need, Drew Fellure, and Edward Ty Morris to Sergeant – Fire

Fire Chief Heath requested approval of the promotions and elevations of Scott Barker, Terry Jones, Gregg Booth, Mike Anthrop, and Bruce Sigman to Captain, at a bi-weekly salary of \$2,240.10, effective June 25, 2012. He also requested approval of the promotions and elevations of John Irr and Jeff Richards to Lieutenant, at a bi-weekly salary of \$2,152.06, effective June 25, 2012. Lastly, he requested approval of the

promotions and elevations of Jeff Need, Drew Fellure, and Edward Ty Morris to Sergeant, at annual Sergeant's pay of \$418.18, to be prorated for 2012.

Fire Chief Heath explained that for over 23 years the West Lafayette Fire Department has been structured such that there was one Assistant Chief, three Captains, and three Lieutenants. When Station No. 3 was built three additional Lieutenants were added. The Fire Department has gotten to the point where there are not clear cut definitions for titles, job descriptions, and chain of command. The promotions and restructuring today, along with four retirements, gave the Fire Department a good opportunity to clarify what position each firefighter holds, what their responsibilities are, and at the same time solidify the chain of command on a fire scene. The restructuring will put the Fire Department in compliance with National Incident Management Systems (NIMS) and will keep the firefighters safe on a fire scene. In order to accomplish the restructuring it was necessary to define who the captains are and who the lieutenants are. Under the new staff structure, the Assistant Fire Chief will oversee personnel at Station No. 1, and one Captain each will oversee personnel at Stations No. 2 and No. 3. The Lieutenant position becomes a "rover" or "floater" who fills in for any officer not on duty that day. If an Assistant Chief or Captain has vacation or a mandatory day off, the Lieutenant will fill in. The Lieutenants will also be assigned to ladder trucks when the Fire Department is at full staff. This puts the Lieutenants in the position to start positioning trucks as they come in on fires and making more command decisions. The plan also defines the Sergeant position and makes him a Safety Officer, which puts the Department in compliance with NIMS and National Fire Protection Agency (NFPA) 1521 which requires the Department to have a safety officer on any fire scene to oversee the situation and be able to stop the operation if they perceive something unsafe about to happen. The Sergeant will write a report after every fire on the safety of that fire. The Sergeants also will be in charge of all safety training exercises. Fire Chief Heath explained that all of these changes define the staff and put a rank structure within the Fire Department. Fire Chief Heath presented charts of the previous and the new department structure to the Board.

Mayor Dennis added that one task he gave Fire Chief Heath soon after he took command of the Fire Department was to clarify the chain of command within the Department. In the past, the chain of command or personnel ranks would change from day to day. For the firefighters to communicate up the chain of command ladder was previously very difficult because it depended on who was actually there on any particular day. For the Chief Administrator that was also somewhat confusing. Mayor Dennis noted that anyone who has ever been part of a quasi-military organization recognizes that the more simplistic the chain of command, the easier it is to lead. He commended Fire Chief Heath on doing an amazing job in the restructuring. Mayor Dennis added that with the restructuring there are more opportunities for advancement in careers which is great for morale.

Ms. Stull moved that the promotions and elevations of Scott Barker, Terry Jones, Gregg Booth, Mike Anthrop and Bruce Sigman to Captain, at bi-weekly salaries of \$2,240.10, John Irr and Jeff Richards to Lieutenant at bi-weekly salaries of \$2,152.06, and Jeff Need, Drew Fellure, and Edward Ty Morris to Sergeant at annual Sergeant's pay of \$418.18, to be prorated for 2012, all effective June 25, 2012 be approved. Mr. Marley seconded the motion.

Mr. Marley asked if there were changes in compensation involved in the restructuring. Chief Heath responded that the changes involved going from three to six Captain positions and those would involve compensation changes. Also, the two Lieutenants came from Firefighter rank but are filling in two already existing Lieutenant rank positions. The same is true for the Sergeant positions which were also previously existing positions being filled. The only new positions are the three new Captain positions.

Attorney Burns added that the increase was just an incremental one, not the full captain's pay being added. Fire Chief Heath confirmed that was true.

The motion was adopted.

c. Claims

- i. AP Docket \$162,311.92
- ii. AP Docket \$407.00

Questions raised about individual claims by the Board were answered by department heads, City Attorney Burns, and Clerk-Treasurer Rhodes.

Mr. Marley moved that the claims be approved. Mr. Speaker seconded the motion.

The motion was adopted.

d. Informational Items

- i. Project Payment List – WWTU
There were no comments.
- ii. Legal Budget & Expense – Clerk-Treasurer
There were no comments.

e. Other Items

- i. Information Technology Manager Newman reported that he attended the free Indiana Digital Government Summit in Indianapolis. The conference covered topics such as mobile device management, and social media and GIS use in government and was useful for identifying needed improvement.

Mayor Dennis asked if they came up with any policies that the City might need to implement with regard to the City's social media use and how we manage our devices. Mr. Newman responded that they had but the discussion in that regards, relating to policies and options to be implemented, would be quite long and was better discussed at another time.

- ii. Police Chief Dombkowski reported the Taste of the Tippecanoe will be held this Saturday. Both the West Lafayette Police and West Lafayette Fire Departments have been in the planning stages for the event and will be present to aid in safety during the event.

The Soap Box Derby will also be held this Saturday.

Mayor Dennis reminded everyone that Grant Street would be closed for the event.

iii. Public Works Director Buck reported that Engineering is busy and several construction projects around town are making good progress. Today will be a big day for dust control. There will be lime stabilization work done today on both Cumberland and Yeager Roads by the same sub-contractor. Progress on the 2012 CDBG Curb and Sidewalk project on Connelly and DeHart Streets appears to indicate completion of the in about two weeks.

Mayor Dennis observed that when all the construction projects are done the whole community will breathe a sigh of relief.

Mr. Buck announced there will be a ribbon cutting ceremony on Thursday at 11:00 a.m. for the first phase of the Perimeter Parkway Project. The ceremony will be held just east of the roundabout on Harrison Street. Parking for the event will be in the parking lot at the southwest corner of the roundabout. This project will mark a new gateway to Discovery Park.

iv. Street Commissioner Downey reported that the Street Department is finishing painting the curbs and will be moving out into the crosswalks. He reminded everyone to be careful and noted that the paint is water based, so it is easily removed if someone accidentally runs into the fresh paint.

Mayor Dennis asked if the intersection of Kalberer and Salisbury was finished yet. Commissioner Downey responded that it is not.

v. Councilor Burch announced that following the Taste of the Tippecanoe this weekend, the Indiana Fiddlers' Gathering will be held the following weekend on June 22nd, 23rd, and 24th.

Mayor Dennis noted he would be participating in a decathlon that weekend.

vi. Councilor Hunt said she will also be at the Taste, selling tickets and noted that all the volunteers for the event were required to register for the instant alert system for weather, which was reassuring to her.

Mayor Dennis said after what happened in Indianapolis the whole dynamic has changed.

Councilor Hunt said on WBAA yesterday they were discussing the new requirements for setting up the stage for the Fiddlers' Gathering.

City Attorney Burns asked who is ultimately in charge of the Taste for weather or other emergencies. Fire Chief Heath responded that there is one incident commander for the Taste who is Kurt Wolfe from the Lafayette Police Department. The fire incident command is Rick DeHaan of the Lafayette Fire Department. Fire Chief Heath will be incident command for the West Lafayette Fire Department. Both will serve as second in command.

vii. Parks Superintendent Payne noted it will be another weekend of flat out sun.

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Mayor Dennis related that a friend and neighbor had commented that he had never seen the Celery Bog so low. Mayor Dennis said in the back part of the bog the water level is so low that people are actually calling and reporting items they believe to be trash in the bottom of the bog. Mayor Dennis said he has been informing the public that in order to remove things from the bog the City must have the approval of the DNR.

3. ADJOURNMENT

There being no further business to come before the Board, Mr. Marley moved that the meeting be adjourned, and Mayor Dennis adjourned the meeting.