

1. BET HR Comm. Meeting Documents

Documents:

[APPROVED\\_BET\\_HR\\_COMM\\_MTG\\_MINUTES\\_10-14-09.PDF](#)  
[BET\\_HR\\_COMM\\_MTG\\_AGENDA\\_10-14-09.PDF](#)  
[SUB\\_TO\\_APP\\_BET\\_HR\\_COMM\\_MTG\\_MINUTES\\_10-14-09.PDF](#)

TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION  
REGULAR MEETING  
HUMAN RESOURCES COMMITTEE MEETING

MINUTES – Gisborne Meeting Room - 8:00 A.M.

Wednesday, October 14, 2009

Committee: Leslie Tarkington, Chairman; Nancy Barton, Michael Mason, and William Kelly

Other: Peter Tesei, First Selectman; Stephen Walko, Chairman, BET; Joseph Pellegrino

Staff: Peter Mynarski, Comptroller; Maureen Kast, Director, Human Resources; Joseph Siciliano, Director and Thomas Greco, Manager, Business Services Operations, Parks and Recreation; Gina Williams, Assistant Director, BOE Human Resources; Peter Siecienski, Fire Chief; Robert Kick, Assistant Fire Chief

The meeting was called to order at 8:03 A.M.

**1. Approval of Human Resources Committee Meeting Minutes:**

Upon a motion by Ms. Barton, seconded by Mr. Mason, the Committee voted 4-0-0 to approve the June 10, 2009, July 15, 2009, August 10, 2009 and September 16, 2009 Minutes.

**2. BET Human Resources Committee – Proposed 2010 Meeting Schedule**

Upon a motion by Ms. Barton, seconded by Mr. Kelly, the Committee voted 4-0-0 to approve the BET Human Resources 2010 Meeting Schedule.

**3. Discussion - Retirement Incentive Program Memorandum - July 23, 2009**

**Parks and Recreation**

The Committee discussed the Retirement Incentive Program as per the Memorandum dated July 23, 2009 from Stephen Walko, Chairman, BET. Mr. Siciliano distributed information prepared by the Department in August. Mr. Siciliano said that they are examining activities while exploring alternate options to reduce man hours as well as continuing work with restructuring to provide core services. Mr. Kelly stressed that communication must be open with other departments involved. Ms. Barton added that the Department's plan also involves a continuing education of the community concerning the impact on services. A TOO was provided. Mr. Siciliano is working with Mr. Crary, Town Administrator, pertaining to retirement vacancies. Ms. Barton requested that the HR Committee receive the spread sheet Mr. Crary is preparing.

The Committee then agreed to visit Agenda item #5, due to the Fire Chief's attendance.

## **5. Presentation – Fire Department on Back Country Fire Protection**

Mr. Siecienski began the presentation on back country fire protection by giving a brief background description of the proposed King Street Fire Station, location, staffing and concerns regarding responses. Mr. Siecienski then stated his objectives that an interim appropriation for the King Street Fire Station go before the full BET in November 2009, to proceed with the Central Station construction, and to reduce apparatus responses. He proposed that the King Street Station staffing should be a total of twelve firefighters (three per shift) comprised of four new firefighters, four existing floaters, and four existing firefighters from the North Street Station, which would downsize to three firefighters per shift. Mr. Siecienski discussed the advantages, noting increased life benefit and protection to the back country.

Additional information was requested to be submitted to the Committee for the November 10, 2009 BET HR Committee meeting including the summary of staffing costs (including salary and benefit costs) of the four new firefighters and overtime costs as a result of dedicating four existing floaters to the King Street Station, the five minute maps, OSHA requirements for staffing, the percentage of false alarms (as well as a report to be submitted to the Committee regarding false alarms, on a six month basis), a list of the Town and private institutions and their occupancy on the North Street corridor, and responses to Mr. Mason's questions concerning additional equipment, the need for a clear agreement with Local 1042, the need for a lieutenant pool, and the concern for the lack of a GEMS Station at the King Street location. It was agreed that Mr. Siecienski will return to the BET HR Committee November meeting to continue the discussion.

## **3. Discussion - Retirement Incentive Program Memorandum - Continued**

### **Retirement Incentive Program Resolution For In Place Practice**

The Retirement Incentive Program Payout Resolution was discussed briefly as there was no budget for the costs of accumulated sick and vacation days pay (unlike budgeted costs in the Fixed Charges object code for ordinary-course retirements). Mr. Tesei commented that departments know they are to find savings within their existing budgets and reminded all that some of the retirement vacancies will remain open half the year, with considerable savings to the Town. He added that he had no objections to passing the resolution. Ms. Barton stated that she does not believe the resolution is necessary and the public would not readily understand the purpose of the resolution.

RESOLVED, that for the 2009 Retirement Incentive Program, the practice for charging Pay for Accumulated Vacation Leave and Pay for Accumulated Sick Leave shall be to charge the Department's 100's Object Codes.

After funds in the Department's 100's Object Codes are depleted will the excess Pay for Accumulated Vacation Leave and/or Pay for Accumulated Sick Leave be issued a journal voucher from the Department's 100's Object Codes to the Town's Fixed Charges, Sick and Vacation Payout or other designated Object Code.

Upon a motion by Mr. Kelly, seconded by Mr. Mason, the Committee voted 3-0-1 to accept the Retirement Incentive Program Payout Resolution. Ms. Barton abstained.

## **4. Discussion – HR Reports**

Mr. Mason requested a monthly report listing employees on current or pending workers compensation claims as well as unemployment, including dates and departments to quantify the costs. Mr. Mynarski will pursue this request.

**6. Discussion - Policy Manual and Training**

Ms. Kast stated that Traaen and Associates, Phoenix Arizona had been selected to review and rewrite the Human Resources Policy and Procedure Manual, as well as the Employee Handbook. Sixteen bids were received.

**7. Discussion – Full Time Equivalent (FTE) Employees FQ of FY 2009 – 2010 - Not discussed**

Upon a motion by Ms. Barton, seconded by Mr. Mason, the Committee voted 4-0 to adjourn the meeting at 9:56 A.M.



Elaine JV Brown, Recording Secretary



Leslie L. Tarkington, HR Committee Chairman



**TOWN OF GREENWICH  
BOARD OF ESTIMATE & TAXATION**

**HUMAN RESOURCES COMMITTEE MEETING**

**Wednesday, October 14, 2009, 8:00 AM  
Gisborne Conference Room**

**Agenda**

1. Approval of Human Resources Committee Minutes:
  - a. June 10, 2009
  - b. July 15, 2009
  - c. August 10, 2009
  - d. September 16, 2009
2. BET Human Resources Committee – Proposed 2010 Meeting Schedule
3. To Provide Time for Every Appointing Authority and Department Head Who has or will be Imminently Filling a Retiring Employee's Position under the Retirement Incentive Program to Discuss per the Memorandum dated July 23, 2009 from Stephen Walko, Chairman, BET, Their:
  - a. Need for Filling a Position Before it is Posted and Filled.
  - b. Consideration of Refraining from Filling or Delaying the Filling of as Many Retirement Incentive Program Positions as Possible.
  - c. Assessment of Current Services Provided by Their Departments in order to Evaluate Service Levels and if There are Non-Essential Services that can be Reduced Temporarily or Permanently.Retirement Incentive Program Resolution For In Place Practice
4. Discussion of HR Reports
5. Presentation by Fire Department on Back Country Fire Protection
6. Discussion of Policy Manual and Training
7. Discussion of Full Time Equivalent (FTE) Employees FQ of FY 2009-2010

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Leslie L. Tarkington, HR Committee Chairman

SUBJECT TO APPROVAL