

ORDINANCE NO. 05-12

AN ORDINANCE TO AMEND ORDINANCE NO. 03-12, TO FIX THE SALARIES OF APPOINTED OFFICERS, EMPLOYEES, AND MEMBERS OF THE POLICE AND FIRE DEPARTMENTS OF THE CITY OF WEST LAFAYETTE, INDIANA, FOR THE YEAR 2012.

WHEREAS, the Mayor of the City of West Lafayette, Indiana, as required by Indiana Code 36-4-7-3 and 36-8-3-3 hereby fixes the salaries and pay schedule for appointed officers, employees, and members of the Police and Fire Departments of the City of West Lafayette, Indiana, for the year 2012, and requests that such salary rates be approved by the Common Council. This salary and pay schedule indicates the salary ranges for each position. All amounts shown are subject to the availability of Community Development Funds and other income to the City of West Lafayette,

NOW, THEREFORE, BE IT ORDAINED by the Common Council of the City of West Lafayette, Indiana, that:

SECTION 1.

That for the year 2012, the salaries and pay for the appointed officers, employees, and members of the Police and Fire Departments of the City of West Lafayette, Indiana, be fixed as follows:

Department: <u>MAYOR</u>	<u># Hours/</u> <u>Workweek</u>	<u>FLSA</u>	<u>Biweekly (\$)</u>	
			<u>Minimum</u>	<u>Maximum</u>
Mayor's Administrative Assistant	37.5	Exempt	1,266.33	1,536.55
Human Resources Director	40	Exempt	1,384.62	1,571.27
Information Technology Manager	40	Exempt	1,384.62	1,571.27

Ordinance No. 05-12, 2012 City Salary Ordinance (continued)

Department: <u>CLERK-TREASURER</u>			Biweekly (\$)	
<u>Position</u>	<u># Hours/ Workweek</u>	<u>FLSA</u>	<u>Minimum</u>	<u>Maximum</u>
Accounting I	37.5		85.00	1,409.02
Accounting II	37.5		115.00	1,713.52
Accounting III	37.5		144.00	2,018.02
Administrative Assistant	37.5		1,489.80	1,638.71

Department: <u>ENGINEERING</u>			Biweekly (\$)	
<u>Position</u>	<u># Hours/ Workweek</u>	<u>FLSA</u>	<u>Minimum</u>	<u>Maximum</u>
Public Works Director	40	Exempt	1,030.64	1,442.17
City Engineer	40	Exempt	1,030.64	1,442.17
Engineering Assistant	37.5	Exempt	1,393.04	1,685.66
Deputy Building Commissioner	37.5		1,679.18	2,089.30
Inspector I	37.5		1,590.19	1,978.14
Office Manager	37.5		622.61	773.41

Ordinance No. 05-12, 2012 City Salary Ordinance (continued)

Department: <u>POLICE</u>				Biweekly (\$)
<u>Position</u>	<u># Hours/ Workweek</u>	<u>FLSA</u>	<u>Clothing Allowance</u>	<u>Maximum</u>
Chief	40	Exempt	\$1,250.00	2,676.82
Deputy Chief/Commander of Traffic and Operations	40	Exempt	1,250.00	2,533.05
Captain of Patrol	40	Exempt	1,250.00	2,411.18
Captain of Special Services	40	Exempt	1,250.00	2,411.18
Captain of Investigations	40	Exempt	1,250.00	2,411.18
Lieutenant of Patrol	40	Exempt	1,250.00	2,319.91
Lieutenant Investigator	40	Exempt	1,250.00	2,319.91
Sergeant of Patrol	a		1,250.00	2,223.13
Sergeant Investigator	a		1,250.00	2,223.13
Sergeant of Training	a		1,250.00	2,223.13
Detective	a		1,250.00	2,110.12
Police Officer, First Class	a		1,250.00	2,015.26
Police Officer, Second Class	a		1,250.00	1,910.00
Probationary Officer, First Year	a			1,752.63

a – Based on a 28-day tour of duty, 168 hours total before time and a half overtime compensation for the Patrol Division, Shift Sergeants, and the Detective Divisions. Subject to an agreement dated April 15, 1986.

SEE ADDITIONAL STATEMENTS ON PAGE 9.

Ordinance No. 05-12, 2012 City Salary Ordinance (continued)

Department: <u>POLICE (continued)</u>				Biweekly (\$)	
<u>Position</u>	<u># Hours/ Workweek</u>	<u>FLSA</u>	<u>Clothing Allowance</u>	<u>Minimum</u>	<u>Maximum</u>
Clerical II, Office Manager	35			1,321.23	1,427.61
Data Processor/Computer System Manager	37.5			1,321.23	1,427.61
Head Patrol Dispatcher	40			1,280.49	1,533.62
Assistant Head Patrol Dispatcher	40				1,435.40
Patrol Dispatcher	40				1,396.93
Probationary Patrol Dispatcher	40			1,280.49	
Parking Enforcement Officer	37.5		\$700.00	1,372.86	1,722.29
Animal Control Officer	37.5		700.00	1,372.86	1,722.29
Maintenance Technician	37.5		700.00	1,176.43	1,427.44
Records Division Clerk	37.5			1,175.31	1,266.23
Over-Occupancy/Nuisance Enforcement Officer	37.5		700.00	1,372.86	1,722.29
Code Enforcement Supervisor	37.5		700.00	1,735.22	1,878.45

School Crossing Guard	Paid \$31.45 Per Day
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SEE ADDITIONAL STATEMENTS ON PAGE 9.

PENSION FUNDS

The Police Pension Secretary and the Fire Pension Secretary are each paid \$235.51 monthly.

Ordinance No. 05-12, 2012 City Salary Ordinance (continued)

Department: <u>FIRE</u>				Biweekly (\$)
<u>Position</u>	<u># Hours/ Workweek</u>	<u>FLSA</u>	<u>Clothing Allowance</u>	<u>Maximum</u>
Chief	40	Exempt	\$1,250.00	\$2,676.82
Deputy Chief/Inspector and Investigator	40	Exempt	1,250.00	2,525.41
Assistant Chief – Shift Commander	b		1,250.00	2,370.41
Assistant Chief	b	Exempt	1,250.00	2,299.77
Captain	b		1,250.00	2,240.10
Lieutenant	b		1,250.00	2,152.06
Firefighter, First Class	b		1,250.00	2,015.26
Firefighter, Second Class	b		1,250.00	1,910.00
Entry Level Firefighter, First Year	b			1,752.63
Occupational Safety and Health Coordinator				108.69
Mechanic				157.02
				<u>Annual Pay</u>
Lead Training Instructor				\$548.74
Training Instructor				418.18
Sergeant				418.18
Compliance Master				418.18

b – Based upon a 27-day tour of duty, 216 hours for all employees of the Fire Department, except the Chief and Assistant Chief/Fire Inspector of the Department. Subject to an agreement dated April 15, 1986.

SEE ADDITIONAL STATEMENTS ON PAGES 9 and 10.

Ordinance No. 05-12, 2012 City Salary Ordinance (continued)

Department: MOTOR VEHICLE HIGHWAY FUND				Biweekly (\$)	
<u>Position</u>	<u># Hours/ Workweek</u>	<u>FLSA</u>	<u>Clothing Allowance</u>	<u>Minimum</u>	<u>Maximum</u>
Street Commissioner	40	Exempt	\$600.00	2,095.02	2,307.46
Assistant Street Commissioner	40	Exempt	600.00	2,232.33	2,342.00
Receptionist/Office Assistant	40			960.00	1,309.84
Fleet Manager/Operator	40		300.00	608.54	1,051.11
Foreman/Equipment Operator	40		600.00	1,217.07	2,102.22
Mechanic/Equipment Operator	40		600.00	1,217.07	1,955.93
Traffic Technician/Foreman	40		600.00	1,217.07	2,102.22
Traffic Maintenance/Equipment Operator	40		600.00	969.40	1,850.56
Equipment Operator/Laborer	40		600.00	969.40	1,850.56
Equipment Operator/Laborer (75%)	40		450.00	727.05	1,387.92

Ordinance No. 05-12, 2012 City Salary Ordinance (continued)

Department: <u>PARKS AND RECREATION</u>				Biweekly (\$)	
<u>Position</u>	<u># Hours/ Workweek</u>	<u>FLSA</u>	<u>Clothing Allowance</u>	<u>Minimum</u>	<u>Maximum</u>
Superintendent	40	Exempt		2,495.90	2,618.79
Assistant Superintendent	37.5	Exempt		2,146.33	2,274.13
Parks Director	40	Exempt	\$600.00	1,498.58	1,871.11
Recreation Director	37.5	Exempt		1,498.58	1,755.67
Morton Center Director	37.5	Exempt		1,498.58	1,518.20
Skating Center and Pool Manager	40			1,431.21	1,500.11
Administrative Assistant	37.5			1,309.84	1,456.29
Claims/Grants Administrator	37.5			1,176.53	1,309.84
Morton Administrative Assistant	37.5			1,309.84	1,431.21
Maintenance Technician I	40		600.00	1,365.14	1,584.62
Stewardship Manager	40		600.00	1,365.14	1,584.62
Trails Manager	40		600.00	1,365.14	1,463.31
Maintenance Technician II	40		600.00	1,176.43	1,273.88

Ordinance No. 05-12, 2012 City Salary Ordinance (continued)

Department: DEVELOPMENT/EDIT			Biweekly (\$)	
<u>Position</u>	<u># Hours/ Workweek</u>	<u>FLSA</u>	<u>Minimum</u>	<u>Maximum</u>
Director of Development	40	Exempt	1,247.97	1,309.40
Housing Program Coordinator	37.5	Exempt	1,376.86	1,690.13
Housing Inspector	37.5		1,481.08	1,735.22
Marketing and Grants Administrator	37.5	Exempt	839.20	1,014.87
Administrative Assistant	37.5		988.01	1,070.71
Financial and Code Assistant	37.5		1,142.83	1,307.46

Additional Statements Related to the Police Department:

1. The hourly rate for all non-exempt police officers and those with designated special duties shall be calculated by dividing the annual salary by 13 and by 160 per the Fair Labor Standards Act.
2. When an award or grant is received for designated special duties beyond the normal scope of activities, additional pay may be given to the participating police officers who have worked overtime. The additional pay shall be from the award or grant and shall not replace or supplant other funding of law enforcement services.
3. Police officers and patrol dispatchers who are scheduled to work on Thanksgiving Day and/or Christmas Day will be compensated at the rate of two and one half times for hours worked.
4. Retiring police officers will receive benefits specified per the Police Officer Retirement Entitlement Policy approved by the Board of Public Works and Safety on February 4, 1997.
5. As specified in the Police Department Specialty Fields Compensation Policy, officers that are certified members of the following specialty fields, teams, or units: Special Response Team, Hostage Negotiation Team, Field Training Unit, Crash Reconstruction Unit, ILEA Generalist Instructor, ILEA Psycho-motor Skills Instructor, RAD Instructor, Drug Recognition Expert, or is Foreign Language Speaking shall receive a minimum \$250 annual compensation per specialty field. A maximum of two (2) specialty fields per officer will be compensated annually for a maximum of \$500 annual compensation per officer.
6. As specified in the Police Department Policy and as approved by the Board of Public Works and Safety, the personnel assigned as IDACS Coordinator or IDACS Assistant Coordinator shall receive a \$300 additional annual compensation.
7. As specified in the Police Department Policy, a certified Field Training Officer (FTO) who participated in training at least one new police officer in a given year for at least four weeks shall receive a \$250 annual compensation. The FTO Coordinator shall receive a \$250 annual compensation.
8. As specified in the Police Department Policy, officers assigned as Technicians shall receive \$2,429.96 additional annual compensation.
9. An officer or a patrol dispatcher assigned to a shift of 6:00 p.m. to 6:00 a.m. shall receive an additional \$0.50 per hour compensation. Probationary officers and patrol dispatchers are not eligible for this additional compensation.
10. A certified dispatcher who participated in training employees shall receive a \$250 annual compensation.

Additional Statements Related to the Fire Department:

1. The hourly rate for all non-exempt firefighters shall be calculated by dividing the annual salary by 13.5 and by 204 per the Fair Labor Standards Act.
2. Non-exempt firefighters shall be compensated at their current overtime rate for necessary hours worked that exceed those of their regular duty schedule. Necessary hours include, working an emergency call-back; working an emergency incident that requires him/her to remain past the regular duty schedule; staffing a station to meet the minimum prescribed manpower levels; or for IN Department of Homeland Security District 4 deployments and training that qualify for reimbursement. Excluded is voluntary training.

Additional Statements Related to the Fire Department: (Continued)

3. Employees who are scheduled to work on Thanksgiving Day and/or Christmas Day will be compensated at the rate of two and one half times for hours worked.
4. Retiring firefighters will receive benefits specified per the Firefighter Retirement Entitlement Policy approved by the Board of Public Works and Safety on February 11, 1997, and as amended by BW-2002-3 (Amended) adopted on May 28, 2002.

SECTION 2.

The hourly rate for all non-exempt full-time civilian employees shall be calculated by dividing the biweekly salary by the number of hours of two regularly scheduled workweeks for such employee.

SECTION 3.

The part-time personnel salary range shall be a minimum of \$7.25/hour to \$17.50/hour, subject to the approval of the Board of Public Works and Safety.

SECTION 4.

All employees will be paid holiday pay for working on a City holiday at their regular rate of pay. In addition to holiday pay, all employees will receive either pay at two times the regular rate of pay or compensatory time at two times for each hour worked on Thanksgiving Day and Christmas Day. On all other City holidays, employees will receive in addition to holiday pay, either pay at one and one-half times the regular rate of pay or one and one-half times compensatory time for hours worked. Departmental policy shall specify whether non-exempt employees shall receive pay or compensatory time for hours worked on a City holiday. Exempt employees shall receive compensatory time only for hours worked on a City holiday. This section does not apply to sworn police officers, police patrol dispatchers, and sworn firefighters.

SECTION 5.

Clothing allowances will be paid two times a year (the date to be decided by the Clerk-Treasurer) to designated employees.

SECTION 6.

The payroll week shall be the calendar week beginning Saturday and ending Friday. The payroll period shall consist of two (2) consecutive weeks. The pay date shall be the Friday after the end of the payroll period.

SECTION 7.

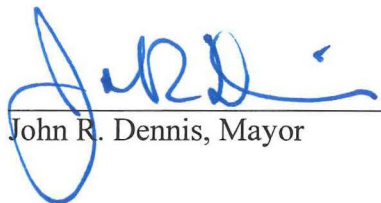
This ordinance will be effective for March 6, 2012, and will continue through the pay period ending December 21, 2012.

SECTION 8.

That this ordinance shall be in full force and effect from and after its passage and signing by the Mayor.


Judith C. Rhodes, Clerk-Treasurer

THIS ORDINANCE APPROVED AND SIGNED BY ME ON THE 8 DAY OF March, 2012, AT THE HOUR OF 8:40 A.M.


John R. Dennis, Mayor

Attest:

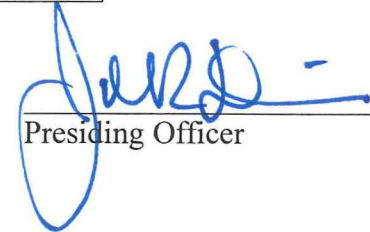

Judith C. Rhodes, Clerk-Treasurer

INTRODUCED ON FIRST READING ON THE 5 DAY OF March, 2012.

A MOTION TO CONSIDER ON FIRST READING WAS SUSTAINED BY A VOTE OF 7 IN FAVOR AND 0 OPPOSED, PURSUANT TO IC-36-4-6-13.

DULY ORDAINED, PASSED, AND ADOPTED BY THE COMMON COUNCIL OF THE CITY OF WEST LAFAYETTE, INDIANA, ON THE 5 DAY OF March, 2012, HAVING BEEN PASSED BY A VOTE OF 7 IN FAVOR AND 0 OPPOSED, THE ROLL CALL VOTE BEING:

	AYE	NAY	ABSENT	ABSTAIN
Bunder	✓			
Burch	✓			
Dietrich	✓			
Hunt	✓			
Keen	✓			
Thomas	✓			
VanBogaert	✓			



Presiding Officer

Attest:



Judith C. Rhodes, Clerk-Treasurer

PRESENTED BY ME TO THE MAYOR OF THE CITY OF WEST LAFAYETTE, INDIANA ON THE 7 DAY OF March, 2012, AT THE HOUR OF 3:00 P.M.



WEST LAFAYETTE FIRE DEPARTMENT

300 NORTH ST • WEST LAFAYETTE, INDIANA 47906

MAIN PHONE: 765-775-5175

February 28, 2012

To: West Lafayette Common Council

From: Chief Timothy J. Heath

Reference: Restructure of West Lafayette Fire Department

In order to comply with current NIMS command structure, I would like to begin the process of restructuring the West Lafayette Fire Department's command structure. To accomplish this task we will need to make changes to our Department's structure. On February 21st the Fire Inspector was moved to shift. This move has brought the current staffing up to 13 men per shift. This gives us a full roster of firefighters currently on duty.

Inspector's position: This position will be accomplished by Mike Francis, who has been re-assigned by WLPD on special duty to the Fire Department. Mike will assist the Fire Department in a capacity that will allow us to implement much needed computer training on new systems that will be installed on fire apparatus. Mike will also assist in building inspections for the Fire Department. Mike has current training on inspections and is familiar with new software that is being installed at WLFD.

Deputy Chief: I would like to create and open a position within the West Lafayette Fire Department of Deputy Chief. This position would be tasked with multiple duties including but not limited to: day to day operations of shift personnel, facilitating training for all shift personnel, command at all structure fires. The base pay for this position will be (biweekly) \$2,525.41. This position would come from inside WLFD as we have several qualified personnel.

Firefighter: Due to the changes I have requested this will create one vacant position in the ranks of Firefighter. I would like to start the process to hire a firefighter to fill this position and bring WLFD back to full staff. Without this position filled we would be working deficient one individual. Due to minimum staffing requirements we are currently paying overtime to off-duty fire personnel to cover shifts. This practice has been going on for approximately 4 years.

Respectfully,

A handwritten signature in blue ink, appearing to read "Timothy J. Heath".

Chief Timothy J. Heath

JOB DESCRIPTION

Department: Fire
Position: Deputy Chief/Inspector and Investigator
Reports to: Chief; Appointed by the Mayor
Category: Full-Time/Exempt/Salaried (Uniform Allowance)
Date: March 1, 2012

Definition:

The Deputy Chief position is established to direct, manage and coordinate the programs and activities within the Fire Department; to assist in the overall management of the Fire Department; and to provide highly responsible and complex administrative support to the Fire Chief. Serves as second in command over entire Fire Department and will assume the duties of the Fire Chief in his absence.

ESSENTIAL JOB FUNCTIONS AND DUTIES

- Manage day-to-day operations of shift personnel.
- Oversees the fire and life safety field inspections of new and existing commercial businesses and multifamily structures; reviews building construction plans for fire and life safety requirements and general fire code inspection and enforcement; has signatory authority for reports prepared by other staff to ensure general compliance with fire protection laws; will recommend corrective orders to alleviate any hazardous or potentially hazardous conditions.
- Coordinates the Department's Fire Prevention Program to include fire safety presentations, fire extinguisher training and Fire Prevention Week activities.
- Establish and maintain an up-to-date training records system.
- Assists with the development and implementation of training programs under the direction of the Fire Chief; coordinates training efforts and ensures all necessary and required fire training and testing for subordinates. Required training will include, but is not limited to, certification, re-certification, and/or licensing, such as CPR, EMT, EMT-II, EMT-D, FFI, FFII, etc.
- Prepare and present staff reports and other necessary correspondence to the Fire Chief, City Staff and City Council as required.
- Participates in budget development and administration; estimates budget needs for the department; direct the forecast of funds needed for staffing, equipment, materials and supplies; recommends capital equipment purchases; writes justifications for funding requests; monitors expenditures; may prepare and write grants.
- Develops, evaluates, and implements goals, objectives, policies, and procedures; directs the establishment of Standard Operating Procedures for all work-related activity including OSHA requirements and quality performance standards.
- Listens and responds to employee problems, concerns, and complaints; updates superiors on issues and suggests solutions that may rectify the situation; prepares performance evaluations; discusses performance with assigned staff; counsels employees concerning performance improvements; develops, evaluates, and implements policies and procedures to meet the goals and objectives of the department.
- Respond to emergency and non-emergency incidents; assume incident command to direct activities and communications on fire scenes.
- Maintains regular/monthly fire loss statistics.
- Perform other duties as directed by the Chief.

MINIMUM QUALIFICATIONS

1. Must possess a high school diploma or equivalent as required by Indiana Code.
2. Minimum five (5) years previous firefighting experience.
3. Must possess mandatory Firefighter I and II certifications.
4. Willingness to complete professional training and additional certification requirements.
5. Thorough knowledge of laws, regulations, statues, codes, reporting requirements, policies, practices, guidelines and methods relating to and governing the department.
6. Ability to exercise sound judgment in evaluating situations and in making decisions.
7. Must possess effective written communications skills, including the ability to prepare reports.
8. Must possess effective public relations and public speaking skills.
9. Must possess a valid driver's license appropriate to the class of vehicle being operated.
10. Must have working knowledge of Microsoft Office Suite and the ability to learn new software programs.

DESIRED QUALIFICATIONS

1. Graduation from a college or university with a Bachelor's Degree in fire science, or a related field.
2. Training or work experience in management, leadership, communication and previous supervisory experience.
3. First Responder Medical Certification.

WORKING ENVIRONMENT

1. Work is performed primarily in office, vehicles and outdoor settings in all weather conditions.
2. Work is sometimes performed in emergency and stressful situations.
3. Shall primarily work a forty (40) hour week or as designated by the Fire Chief.
4. Incumbent may work extended hours and occasionally be required to work weekends, evening, travel out of town overnight and respond to emergencies on a 24hour basis.

The above declarations are not intended to be an "all inclusive" list of duties and responsibilities of the job described. Rather, they are intended only to describe the general nature of the job.

Deputy Fire Chief