



PUBLIC SAFETY COMMITTEE MEETING

MONDAY, NOVEMBER 6, 2023 | 6 PM

2nd Committee Meeting

The Committee will meet in Mauldin City Hall at 5 East Butler Road in the Council Chambers at 6 p.m.

The meeting will be available remotely through Zoom. Please visit the City's website at <https://cityofmauldin.org/your-government/meeting-minutes-agendas/> to access the meeting via audio and videoconferencing.
A quorum of Council will be present.

**PUBLIC SAFETY COMMITTEE MEETING
NOVEMBER 6, 2023
CITY HALL - COUNCIL CHAMBERS
5 E. BUTLER ROAD**

Committee Members: Carol King (Chair), Frank Allgood, and Jason Kraeling

- | | |
|--|------------------------|
| 1. <u>Call to Order</u> | Chairperson Carol King |
| 2. <u>Public Comment</u> | Chairperson Carol King |
| 3. <u>Reading and Approval of Minutes</u> | Chairperson Carol King |
| a. Public Safety Committee Meeting: September 5 ,
2023 [Pages 3-5] | |
| 4. <u>Reports or Communications from City Officers</u> | Chairperson Carol King |
| a. Fire Chief Brian McHone
Mauldin Fire Department Shift Schedule Change [Pages 6-13] | |
| b. Administrative Judge/ Clerk of Court Donna DeRado | |
| c. Police Chief George Miller | |
| 5. <u>Unfinished Business</u> | Chairperson Carol King |
| There is no unfinished business. | |
| 6. <u>New Business</u> | Chairperson Carol King |
| a. Administrative Judge Appointment [Page 14] | |
| 7. <u>Public Comment</u> | Chairperson Carol King |
| 8. <u>Committee Concerns</u> | Chairperson Carol King |
| 9. <u>Adjournment</u> | Chairperson Carol King |

MINUTES
PUBLIC SAFETY COMMITTEE MEETING SEPTEMBER 5, 2023
CITY HALL - COUNCIL CHAMBERS 5 E. BUTLER ROAD
2nd meeting

Committee Members: Carol King (Chair), Frank Allgood, and Jason Kraeling

Others present were: Fire Chief Brian McHone, Administrative Judge/ Clerk of Court Donna DeRado, and Police Chief George Miller. City Administrator Seth Duncan was also present.

1. Call to Order- Chairwoman King

2. Public Comment- None

3. Reading and Approval of Minutes

a. Public Safety Committee Meeting: August 7, 2023

Motion: Councilman Allgood made a motion to approve the minutes.
Councilman Kraeling seconded the motion.

Vote: The vote was unanimous (3-0).

4. Reports or Communications from City Officers

a. Fire Chief Brian McHone- Chief McHone reported the new headquarters station is 99% completed. There will be a meeting with the architect and general contractor on Monday, September 11th to go over the final punch list.

b. Administrative Judge/ Clerk of Court Donna DeRado- Judge DeRado reported the department has had the online payment service for about two months and has received \$10,000 in online payments.

Court will continue to be held twice a week.

The State Chief Justice may mandate that all municipal courts go on Court Management Software. The department is looking into how to transfer to the software in case that mandate comes down.

c. Police Chief George Miller- Chief Miller reported Sgt. Madden has been named the Alcohol Enforcement Officer of the Year and is now coordinator of the enforcement program to stop restaurants and businesses from selling alcohol to minors.

Captain Boyd will retire Friday. Tab Clardy will take over as Captain in October.

Mr. Putnam met with staff to come up with some suggestions for preventing vehicle accidents. Some suggestions that came out of the meeting were running solid blue lights on the vehicles, coming up with an incentive program, having additional driver training on the Ford Explorers, starting an incident review board that would look into the circumstances of each accident, less time for officers using cell phones and computers while driving- dispatchers will start logging property checks again-, and having a pep talk at the beginning of a shift.

Chairwoman King liked the ideas and looks forward to hearing more.

National Night Out will be October 3rd.

5. Unfinished Business- There is no unfinished business.

6. New Business

a. Mauldin Fire Department State Appropriation Budget

As part of the State of South Carolina 2023-2024 Fiscal Year Budget, appropriations were made to the City of Mauldin Fire Department for various capital improvements. Funding is being provided by Labor, Licensing, and Regulation and totals \$250,000. As part of the City's request for the funds, the City identified specific capital items to be purchased, upgraded, or improved including washer/extractor, station generator, various facility repairs and more.

The following narrative summarizes conservative estimates for the projects identified in the City's original request and requests from staff that fall under the "other facility repairs and improvements." Below is a summary table for each item.

Item	Cost	Location
Washer/Extractor	\$25,000	HQ
Hose Dryer	\$30,000	HQ
Plymovent	\$50,000	HQ
Interior Improvements	\$15,000	Station 1
Exterior Improvements	\$10,000	Station 1
Station Generator Replacement	\$90,000	Station 2
Exterior Improvements	\$30,000	Station 2

New Headquarters Capital

The department seeks to upgrade several pieces of outdated equipment for the new station including the washer/extractor, hose dryer, and plymovent system.

Station 1 Upgrades/Improvements

At Station 1, the department seeks to make improvements inside and out. Interior improvements will be to remove old wallpaper, painting throughout, trim work, kitchen improvements, and more. On the exterior, the department will reface the building, address some trim work and the like. The department seeks to allocate \$15,000 for interior improvements and \$10,000 for exterior work.

Station 2 Upgrades/Improvements

At Station 2, the department would like to replace the generator for the entire station and make exterior improvements. Outside, the department will repaint the exterior and make any needed repairs to the stucco. Staff anticipates the generator and installation could cost as much as \$90,000 and would like to allocate \$30,000 for Station 2 exterior improvements.

A buffer or contingency amount has also been added for flexibility.

Motion: Councilman Kraeling made a motion to send this item to Council with Councilman Allgood seconding.

Councilman Allgood asked if this is something we normally receive. Mr. Duncan said he thinks this is the first time the City has asked for the money. The state legislators approved these funds.

Vote: The vote was unanimous (3-0).

7. Public Comment- None

8. Committee Concerns- None

9. Adjournment- Chairwoman King adjourned the meeting at 6:36 p.m.

Respectfully Submitted,
Cindy Miller
Municipal Clerk

PUBLIC SAFETY COMMITTEE

AGENDA ITEM SUMMARY

MEETING DATE: 11/06/2023

AGENDA ITEM: 4a

TO: Public Safety Committee

FROM: Fire Chief Brian McHone

SUBJECT: 48/96 Schedule for Mauldin Fire Department

ADMINISTRATIVE MODIFICATION

The Fire Department will try a new work schedule of 48/96 for the calendar year 2024. Shift personnel are currently working 24hrs on and 48hrs off. The new schedule would be 48hrs on and 96hrs off. This will begin January 1, 2024.

HISTORY/BACKGROUND

MFD shift personnel are currently working a 24-hour shift on and 48-hour shift off. Staff have worked on this schedule since the beginning of full-time personnel. We established a 48/96 committee that consisted of two personnel from each shift and a chairperson. During their research they met with several fire departments within the state that has went to the 48/96 schedule. They spoke with firefighters and the leadership staff at these FD's and asked several questions and any recommendations they may have had to deal with this schedule. Many fire departments are going to this schedule and are saying it has improved morale and is helping with the recruitment and retention of their personnel. A poll of shift personnel showed overwhelming support for this idea.

ANALYSIS or STAFF FINDINGS

None

FISCAL IMPACT

No impact on the city. Nothing will change regarding the hours or days they work during each month. This schedule will benefit the shift personnel on commuting to work. They currently commute 10 days a month. On this new 48/96 schedule, they would only commute 5 days a month. Most of our personnel commute from Anderson County, Spartanburg County, Laurens County and Greenwood County.

Mauldin Fire Department Schedule Modification

2024 Breakdown (Leap Year)

24/48 Schedule: Shifts worked per month. (1 shift equals 24 hours.)

Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.
A-11	9	11	10	10	10	10	11	10	10	10	10
B-10	10	10	10	11	10	10	10	10	11	10	10
C-10	10	10	10	10	10	11	10	10	10	10	11

A-Shift = 122 Shifts a year.

B-Shift = 122 Shifts a year.

C-Shift = 122 Shifts a year.

48/96 Schedule: Shifts worked per month. (1 shift equals 24 hours.)

Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.
A-11	9	11	10	11	10	10	10	10	10	10	10
B-10	10	10	10	10	10	11	11	10	10	10	10
C-10	10	10	10	10	10	10	10	10	11	10	11

A-Shift = 122 Shifts a year.

B-Shift = 122 Shifts a year.

C-Shift = 122 Shifts a year.

January 2024:

Pay Period 1: 01/02/2024- 01/15/2024 (48/96 Schedule)

- A-Shift = 5 shifts.
- B-Shift = 5 shifts.
- C-Shift = 4 shifts.

Pay Period 2: 01/16/2024 – 01/29/2024 (48/96 Schedule)

- A-Shift = 4 shifts.
- B-Shift = 5 shifts.
- C-Shift = 5 shifts.

Pay Period 1: 01/02/2024- 01/15/2024 (24/48 Schedule)

- A-Shift = 4 Shifts.
- B-Shift = 5 Shifts.
- C-Shift = 5 Shifts.

Pay Period 2: 01/16/2024 – 01/29/2024 (24/48 Schedule)

- A-Shift = 5 Shifts.
- B-Shift = 5 Shifts.
- C-Shift = 4 Shifts.

Cycle repeats. Each shift will work 4 or 5 shifts per pay cycle.

Shift Calendar

2024

Rotation Pattern:

AABBCC

Pattern Start Date:

1/1/2024

A Shift A

January						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

B Shift B

February						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

C Shift C

March						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

D Shift D

April						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MFD 48/96 Proposal SOG/Policy

The purpose of this *policy* is to coincide with the current staffing SOG and simply restructure the current employee work schedule from a 24/48 work schedule to a 48/96 work schedule.
(AA BB CC)

- Each 24-hour shift is considered one (1) shift.
- 14.25hrs of PTO/Holiday/Sick leave will be used for one (1) shift off.

48/96 Rules and Expectations:

- **The first 24hr shift:** Shift change will be at 0745 with the off-going shift. (Same as now)
- **The start of the second 24hr shift:** Sleep time will run until 0830 unless other obligations are scheduled. (IE: Trainings, stand-by events, etc.)
- All personnel shall be present at morning pass-down at 0745 when coming in for shift and going home from shift.
- **Shift Swaps:** No Changes; Refer to the Minimum Staffing Policy.
- **Holdovers:** To maintain the required minimum staffing, holdovers will be treated in the following way: The off going shift shall be responsible for the first 24hr holdover, and the shift proceeding the needed holdover shift shall be responsible for the second 24hr holdover. (No Changes to the way holdovers are currently being managed.)

AA → BB ← CC

- At no time shall any employee work more than 72 hours consecutively without a 24hour resting period.
- It is the responsibility of all personnel to know their position on the holdover list and be prepared to report for duty to fulfill the mandatory holdover requirements.
- **Recognized Holidays:** MFD will remain a 48/96 schedule during recognized Holidays. Off duty personnel may “cover” for employees working on Holidays with the approval from the OIC.
- The daily tasks and assignments of MFD will remain the same. (IE: Daily/Weekly/Monthly checks, PR Events, etc.)

MFD Call Volume

<u>Year/Total Calls</u>	<u>Night Calls: 10PM-8AM</u>
2010: 2,869	No Data
2011: 2,279	No Data
2012: 2,815	No Data
2013: 2,555	No Data
2014: 2,319	No Data
2015: 2,845	736
2016: 3,518	Incomplete Data
2017: 3,776	Incomplete Data
2018: 3,730	844
2019: 4,034	907
2020: 3,753	904
2021: 4,816	1,188
2022: 4,925	1,154
2023: 3,758	873 (As of October 8th)

*Report Numbers: 19 and 22.

48/96 References

Boiling Springs FD

- 4 Stations; Minimum staffing is 15 per shift. 3,500 calls a year.
- 60% reduction of sick days being used.
- Decline in shift swaps.
- Wake up time on second day is Officer Discretion.
- About 50% for initial vote; Over 80% after trial period and final vote.
- Holdovers are an entire dept list of personnel.
- Holdovers: First day is off coming shift, the second day is the oncoming shift.
- Change to ABC for Christmas.
- Saw a morale increase.

Irmo FD

- 3 Stations; 13 personnel, 5,400 calls a year.
- Wake up time is 8am. If staff got up twice after 1130pm, the wake-up time was 930am. However, it is ultimately officer discretion.
- Holdovers can be broken up by 12- or 24-hour increments. Mandatory up to 72 hours, personnel are allowed to work 96, but 96 would never be mandatory.
- Holidays: Up to personnel a month or two prior to decide if they want to change to ABC or remain 48/96.
- First shift is a "hard workday" the Second shift is a "light workday" IE: Pre-plans, hydrants, etc.
- Initial vote for trial period was 70%, the final vote after trial period was 90%
- Saw an increase in project completion. Staff felt they had more time to get tasks done more efficiently.
- Broadened the applicant pool.

North Charleston FD. (No Policy)

- 12 Stations; 27,000 calls a year.
- Engine 3 runs 3,200 calls a year. (Spoke with this crew)
- Holdovers: 72-hour max. The second day holdover gets sent out to all employees, before it becomes mandatory for oncoming shift.
- First shift is "hard workday" Second day is "light workday."
- Initial vote was 66% in favor, the final vote after 6-month trial period was 92% in favor.
- Saw an increase in project completion.
- Morale increase
- Personnel felt strongly about the 4 days off between shifts. (Better family time, better rested, etc.)
- Holidays: Personnel vote prior to the Holiday to decide to go ABC or remain 48/96.

Burton FD (No Policy)

- 5 Stations; 14 personnel, 3,500 calls a year. (Runs ALS and BLS)
- 48/96 Schedule since 2004.
- Holdovers: 72-hour max.
- First day is “hard work” second day being “light work” IE: Pre-plans, station maintenance.
- Wake-up time on second day is Officer discretion. (Most personnel are up by 8am)
- “Roll Call” on second shift from shift supervisor.
- Increase in training.
- Morale booster.
- Increase in project completion and thoroughness.
- Improved communications amongst staff, and morning pass down.

Summerville FD (No Policy)

- 5 Stations; 6,300 calls a year.
- Decrease in sick time being used.
- Increase in family time.
- Holdovers/Hours worked: 72 hours max.
- Decrease in mandatory holdovers.
- Holidays: 24/48
- Wake up time is officer discretion. (Personnel know expectations, and do not attempt to abuse this, accountability is key) Per Summerville Fire Chief.
- 60% in favor for initial vote; 80% of staff voted in favor after trial period.

Belmont FD

- 1 Station, 3-4 personnel per shift, 800-1200 calls per year.
- Maximum of 72 hours. (Holdover or picked-up)
- 730AM Shift change; 730AM wake-up time on second day.
- Started in July 2023; Changing/building a policy as needed during begging phase of schedule change.
- First 24hrs is “heavy workload”, Second 24hrs is “light workload.”

Trinity FD

- 2 Stations, 4-6 personnel per shift, 1,500 calls a year.
- First 24hrs is “heavy workload”, Second 24hrs is “light workload.”
- Maximum holdover is 72 hours; However, personnel are allowed to work 96.
- Wake-up time is 8AM, regardless of call volume, etc.

48/96 Pros vs. Cons

PROS:

- The number of mornings that a firefighter is neither traveling to work or from work is increased from 9 per month (108 per year) under the current schedule to 15 per month (180 per year) under the 48/96 schedule.
- Increase in communication between shifts; Half as many shift changes between crews, which would mean less opportunity for information to be lost or forgotten.
- Increase in morale: Many of the departments that switched to the 48-96 schedule reported improved morale.
- The 48-96 work schedule has become so popular that it has become an asset in the recruiting and retention of employees at several departments.
- The current 24/48 schedule provides 18 two-day weekends off per year as opposed to 26 four-day weekends off with the 48/96 schedule.
- The number of complete weekends off (Saturday and Sunday) would increase by 8 from the current 18 per year to 26 per year.
- With the majority of MFD Personnel living 45+ minutes away, the long-term benefit of the 48/96 work schedule is the 50% reduction in commuting for all personnel and the resulting economic benefits this would create.
- A switch to the 48/96 work schedule would not require any significant alterations to current department policies and procedures. Since each 24-hour period would still be considered one shift, no changes would need to be made to staffing policies. Operationally, no major changes have been identified.
- Holdovers: With the 48/96 schedule, if personnel get held over for an extra shift, this would in fact lead to a 72-hour shift. However, this also allows 3 full days off before returning to work.
- With more consecutive days off, personnel are more likely to take less "sick days."
- Over 90% of the MFD staff voted in favor for this change in schedule. This gave each member an opportunity to be heard.

CONS:

- The current 24/48 schedule does not require employees to work both Saturday and Sunday. The 48/96 schedule would cause an employee to work both Saturday and Sunday an average of 9 times per year. Given the overall increase in complete weekends off; However, this apparent disadvantage is not as significant.
- Holdovers: Holdovers will always fit into the "con" category regardless of the work schedule. When an employee gets held over on the 24-48 schedule, they would work 48 hours, followed by 1 day off, then back to work for a 24-hour shift. This creates fatigue and sleep deprivation. With the 48-96 schedule, when an employee gets held over, they would work 72 hours, followed by 3 days off before returning to work. This in fact would allow an adequate amount of rest and relaxation for an employee to return to work in a well-rested capacity.

PUBLIC SAFETY COMMITTEE

AGENDA ITEM SUMMARY

MEETING DATE: November 6, 2023

AGENDA ITEM: 6a

TO: Public Safety Committee
FROM: Donna DeRado, Judicial Director/Administrative Judge
SUBJECT: Municipal Judge Administrative Judge Appointment Term

REQUEST

To appoint the Honorable Brandi White as part-time Administrative Judge for City of Mauldin.

HISTORY/BACKGROUND

The City of Mauldin has several appointed part-time Administrative Judges who rotate on a weekend basis covering bond hearings, signing of warrants and executing surety bonds posted. These judges are paid on a set per-diem daily rate allotted for in our department budget and only get paid for the days they are scheduled.

ANALYSIS or STAFF FINDINGS

It light of the resignation of Judge Connie Barnett as part-time Administrative Judge, that on-call judge slot for coverage two weekends a month became vacant. The job was posted and S.C. Certified Municipal Judge Brandi White applied for the position. Judge DeRado interviewed Judge White and was very impressed with her educational background, her professionalism and her work-ethic and believes she can assume the role with little to no training given her current full-time job as a ministerial recorder for the City of Columbia. Judge White currently lives in Greenville County. She is in good standing with SC Court Administration and SC Bar.

FISCAL IMPACT

There is no fiscal impact to the City associated with this request as the Judicial budget already includes the per diem financial obligation for this position.

RECOMMENDATION

To appoint Brandi White as part time Administrative Judge through the expiration of the current two-year appointment term.

ATTACHMENTS
