

**MINUTES
CITY OF LAUREL
CITY COUNCIL WORKSHOP
TUESDAY, DECEMBER 03, 2019**

A Council Workshop was held in the Council Chambers and called to order by Mayor Tom Nelson at 6:31 p.m. on December 3, 2019.

COUNCIL MEMBERS PRESENT:

<input checked="" type="checkbox"/> Emelie Eaton	<input checked="" type="checkbox"/> Heidi Sparks
<input checked="" type="checkbox"/> Bruce McGee	<input checked="" type="checkbox"/> Richard Herr
<input checked="" type="checkbox"/> Scot Stokes	<input checked="" type="checkbox"/> Irv Wilke
<input checked="" type="checkbox"/> Richard Klose	<input checked="" type="checkbox"/> Bill Mountsier

OTHERS PRESENT:

Kurt Markegard, Public Works Superintendent
Rylie Hutchens, Ambulance Director
Brent Peters, Fire Chief

Public Input:

There were none.

General Items:

There were none.

Executive Review:

1. Resolution: A Resolution Authorizing The Mayor To Execute A Lease Agreement With The American Legion And Laurel Little League For Baseball Facilities As Described In Lease Agreement.

Corey McIlvain, 903 6th Ave, stated he is the President of the Laurel Dodgers. He stated that baseball is a large part of Laurel. He did want to clarify one thing and make one request. First that the lease states that \$250 will be charged to both the Dodgers and Little League for the use of the concession stand. Historically the Little League has not participated in concessions, and the Dodgers have paid that. The Dodgers are happy with the contract and appreciate Council extending it for five years, but request that the lease be split. These are two separate organizations. Having a combined lease has cause confusion.

It was recommended these changes be taken into consideration and get this taken care of soon. The Mayor stated he would follow up with Sam in the morning to see how this should move forward. It was stated if both had their own leases, they would both need to have their own insurance. It was clarified both organizations do have their own insurance.

It was questioned when the current contract is up. It was clarified the current lease expires in April.

2. Ordinance No. O19-03 An Ordinance Amending The Laurel Municipal Code For The Purpose Of Changing City Park Hours Pursuant To 12.28.060. (PH 12.10.2019)

Mayor Nelson stated this is the second reading of Ordinance No. O19-03. There will be a public hearing next week.

Council President Eaton stated she previously voted no for this. She had questions about Riverside Park. Under the section marked Park Hours section C, there are no hours for the camping side of the park, but will there be for the boat side?

It was clarified that the City does not have control of the shoreline and the boat part, so do not have control over the hours.

It was questioned where do these hours apply within Riverside Park.

It was suggested that Fish Wildlife and Parks take care of the boat side. Camping will have a quiet time. These hours would apply to anything beyond Jaycee Hall.

It was questioned if there would be signs up past Jaycee Hall stating the park hours. It was clarified that signage would be necessary for all the parks.

It was questioned if Riverside Park would have a change in hours again this spring. It was clarified that the camping portion would be delineated under these new hours. The hours would not change.

It was questioned what if someone wanted to pitch a tent down at the other end of the park. There is a Park Board meeting on Thursday evening. They can discuss this type of issue.

It was clarified that the City does have a Riverside Park master plan that outlines the plans for the park.

Corey McIlvain, 903 6th Avenue, questioned how the park hours would affect the Dodgers. As a cost-saving measure, they play doubleheaders. Those games start at 5 p.m. and the second game begins right after the end of the first game. There is a chance their games can go later than 10 p.m. due to weather delays or competitive play. Could there be an exception listed in their lease in the event they go later than 10 p.m? It was clarified that people walking through the park, Fourth of July, etc. would not be a problem. The goal of the hours was to reduce vandalism within the parks. Don't see fining the Dodgers for going too long.

Council Issues

3. KLJ Street Maintenance Discussion

Kurt Markegard, Public Works Director, stated a few weeks ago they had a Public Works Committee meeting and discussed the PASER study. They had talked about wanting to bring forward discussion to the Council. There are a few task orders coming up with KLJ. There was a meeting today, this morning, with Staff and the Mayor, this was the discussion. This task order will come to Council on December 17th. Today was at the Staff level.

In the last few winters, the streets have blown up. They are looking to go out to bid in February with contracts going to Council in March and hoping to get better pricing. However, things may change this winter. There were questions about financing that the Clerk/Treasurer is looking into.

The Public Works Director encouraged Council to look through their books and be ready with questions at the next Workshop meeting. There are maps that rank the streets by Ward. Anything below a 6 requires a full repair or overlay, while anything above a 6 only needs crack sealing, chip sealing, or patching, etc. It is hard to preserve pavement when there is not a base — currently working on redoing the Public Works Standards. Will require eight inches of gravel and three inches of asphalt. There are areas that a geotechnical report will be needed and may require sixteen inches of gravel and fabric to keep the groundwater from deteriorating the road, hoping for a mild winter.

The Mayor asked that KLJ speak to where we are on West Railroad during the next Workshop.

Council Member Herr stated that taxes went up a lot for street maintenance. He reiterated that he hopes the City uses that tax increase towards the streets. Mayor Nelson clarified that it cannot be used for anything else but the streets.

The Public Works Director stated if you were to add up all the columns, the total cost to repair/replace all the streets would be 60 million. The City is 60 million behind on street maintenance, not including the water and sewer lines. Last week they found a lead line. They also found a sewer line that was not connected and also found a City main that had collapsed. Street replacement will coordinate with the water and sewer reserves to make sure they are able to fix all of them. There are also orange brick pipes that need to be replaced, as well — looking for a well-balanced approach to getting these things fixed.

Mayor Nelson stated that they are working on evaluating where they are on funds and water rates. Certain projects require a rate study.

The Public Works Director stated the south end of town has very old infrastructure that needs to be addressed. If they replace the waterline, they will also be replacing the street as well.

4. Page 41 of Personnel Policy Discussion

Mayor Nelson stated this agenda item was requested by Council President Eaton.

Council President Eaton handed out screenshots of comments made on social media, see attached. This particular individual goes on to spread falsehoods about an issue he felt very deeply about. He states that he is a fireman who has been on the Department for over 10 years. Council Member Sparks has previously brought up that these posts were unprofessional. This has continued for over two years. The Personnel Policy, see attached, is very clear that employees are to state they are not speaking for the City, state that this is their opinion, and not spread falsehoods, etc. There was no Department Head or Mayor caution to this individual. Council President Eaton asked where the Mayor stood on this and what he thought could be done about it.

Mayor Nelson stated that he was unsure exactly what her question was. He has not spoken with the City Attorney regarding this issue. There is some grey area regarding employee vs. volunteer.

Council President Eaton stated that if someone states they are on the Volunteer Fire Department and have 10 years and stating falsehoods and continuing to repeat it, for example, the last post in the handout. It is not clear where he heard those things, but that is not what the Council had heard. Not a good representation of anyone, whether they be a volunteer or an employee, to state these harsh, angry opinions time after time. She clarified that everyone has a right to their opinions, but when backing it up with a statement that you have 10 years of experience. It seems like it is going beyond stating an opinion and seems more like they are arguing with Staff, City Council, and the Mayor, etc.

Mayor Nelson stated that there were some City employees that responded in some manner as well. He stated he does not know what that was because he does not read any of it and only knows what he has been told. He has had a couple of discussions and is planning to have a discussion with all the Department Heads as well and looking at making a change, so this policy encompasses all employees, volunteers, and Council Members. Moving forward, there will be recourses to employees and volunteers who violate that policy. What the City currently has is a little vague. If something is proper or not can be debated. This is something that will be addressed and have a more comprehensive policy in place and will not see this kind of activity in the future. From his understanding, there have been a lot of things said, some poorly chosen. Many things he has seen have been unprofessional, whether it be from employees or volunteers.

Brent Peters, Fire Chief, stated in reference to Council President Eaton's comment. The Department Head didn't know because the Department Head doesn't have Facebook and doesn't believe in Facebook. When dealing with the issues from the past three weeks, people have been able to project their feeling through Facebook. He stated that he has spoken with this individual and will not be seeing this action in the future. According to the Personnel Policy, the employee classifications are full-time and part-

time. It does not address volunteers. He agrees a lot of policies within the Personnel Policy need to be updated to include volunteers, Council Members, and so forth. There is responsibility in their positions on how they act. This individual has been talked to along with the rest of the Department. He plans to hold training for those within the Department to follow what is in the Personnel Policy even though they are not classified within the policy as those that need to adhere to it. It was brought to his attention that there were other City Employees who were involved in discussions on Facebook. This is a great training opportunity, and lesson learned for the City of Laurel.

Mayor Nelson stated that the Personnel Policy needs a lot of updates. That was one of the things that when he was on Council, that they all complained about. They got the Personnel Policy at a Workshop and voted on it the following week. When you are working, you may not have the time needed to fully review the document before them. He stated he thinks it should take one or two Workshops minimum before making a decision on the item. Council should be afforded the time for proper review.

5. Ambulance/Fire Department Discussion

Mayor Nelson stated this discussion item was requested by Council Member Sparks.

Council Member Sparks asked to have a discussion on what exactly the plans are regarding the Ambulance and Fire Department. She also asked where the City was with those plans. There is a lot of stuff on social media and regular media at this point. There is a miscommunication or lack of communication. The best way to squelch this is to have a conversation about it.

Mayor Nelson stated that he feels the best way to move forward is a combined department. He made a mistake in bringing that forward too quickly. He spoke with the Ambulance Director, who convinced him that hiring five full-time EMTs instead of a combined department with firefighter/EMTs would best serve the City. He stated that it is his responsibility to provide for the health and welfare of the citizens. They provide volunteers and equipment and are expected to provide a certain level of service. This year especially the Ambulance Department has struggled with keeping volunteers. Riley had stepped in and taken that on. Since Riley has taken this on, he has turned it around quite a bit. Riley convinced him to hire ambulance employees; he is not going to hire a full-time Fire/EMS Chief at this time. At this time, he is working with the Volunteer Fire Chief Peters on a plan for the next 5, 10, 15 years for the Fire Department with contingencies based on legislation and increase of population to a level of first-class sooner than anticipated. Will also continue looking into having a combined Fire and EMS Department. It will probably be two separate departments under one brand but will have further discussions. This plan will be similar to the Growth Policy and be reviewed every three to five years. He wouldn't have moved forward with this plan if he did not think this was a great plan. He believes this is something we will be proud of for years to come.

It was questioned where the Ambulance Department is on staffing. How many volunteers they have; how many employees they have, and will there be employees

hired. It was clarified that they currently have 26 volunteers, planning on hiring five employees initially. To make it to a full-time service, depending on the scheduling model. Using the optimal model, they would need an additional one full-time employee with three part-time employees as well as a paid Director. Initially, it was going to be three, would have made zero impact. That is how they arrived at the number five and keep the Director position volunteer for the time being to put five on the street until they are at a revenue position to hire a full-time Director. Ambulance Director Hutchens asked that resident, elected and appointed officials need to keep in mind that this is only the beginning of the plan, this is not the end of the plan. There is a lot of criticism not providing full-time coverage. The reality is the money is not in the bank but working on ways to acquire the money. Giving the revenue steps, they are looking at approximately five years to truly have a full-time service. There are a lot of changes they can make in the meantime.

Mayor Nelson stated there are a lot of opportunities to self-fund a portion of these costs. Such as flying transports into the Laurel Airport etc.

It has been stated on social media that even with the five full-time EMTs that there will not be full-time coverage. What type of coverage will there be, and when will those full-time positions take effect?

Ambulance Director Hutchens stated that there are three crews. An A crew, B crew, and C crew. A and B crews will work one 16-hour shift and one 24-hour shift per week. C crew will work two 12-hour shifts and one 16-hour shift per week. C crew does not have a guaranteed partner like A and B crews do. Saturday and Sunday will be covered from Midnight to midnight both days. This is the peak 911 call volume. This, paired with getting volunteer coverage, has been difficult. Monday and Tuesday are covered from 8:00 a.m. to midnight. Wednesday and Thursday will be from 8:30 a.m. to 8:30 p.m. Friday will be 8:00 a.m. to midnight. The hours were statistic driven. The goal is to cover as many calls as possible given the limited number of resources. They are starting the interview process next week. There are seven applicants. He could not say he will hire all internal applicants. They may open to external applicants. Things that will be taken into consideration is the quality of the employee, experience, commitment to the Laurel Community. The intention is to be very careful in who they hire as a full-time employee. They need Community go-getters and people who have a heart for the City of Laurel. People who have a legitimate investment to improve the service. He stated if he cannot find those qualities in his own staff, he may have to look outside his staff. He will not hinder the entire plan if they cannot hire all five. Would get those hired on the ground now and work on the fine details later. Some criticism they have received from this plan is that the station is not ready for full-time employees. This is true. When the station was built back in 2007, there was never a concept for sleeping quarters brought into it. There is not a fire alarm system in the Fire Station. There are temporary plans in place to allow for sleep time. The classroom can be set up as temporary sleep quarters. He has been in contact with a FEMA on how they set up temporary sleep quarters. There are numerous station duties that can be done daily. One of the biggest projects is the archival project. This is taking every patient care document dating back to 1971

scanning that and then destroying the original copy. These are forensic records and follow a different retention schedule. There are 1000's of records that need to be scanned in. Some are in such condition they will need to be manually entered. There are cleaning duties, community outreach projects, education opportunities, an employee physical fitness program, etc. It is not what is portrayed on TV that firefighters and EMT's are sitting around watching TV all day. There is stuff to be done.

Mayor Nelson stated that they are still working on the safety levy to assist with the needs of emergency services. Ambulance Director Hutchens thinks we may be too late to get things done this year, which we may be. We can give ourselves a year and a half would be better. He is going to try and schedule a City/County meeting to discuss the Fire Districts and how they currently are arranged. May also talk about creating a Southern Yellowstone County Fire and Ambulance Districts. The call volume is increasing outside the City as well.

It was stated that the safety mill levy is a high priority for the Emergency Services Committee. It was questioned if we were pushing that back. It was questioned if we are to the point where we can hire five full-time employees now do we really need it. Citizens will be asking this question. Mayor Nelson clarified this is why we need to spend a year and a half working on this to be able to present why we need the safety mill levy. This is not at the 95%-96% coverage we would like to be. This is just the start. We need to be able to show how the safety levy is increasing the service within the City and also be able to show that we are getting paid for service outside the City. If we spent the next six to eight months putting everything together then have a comprehensive plan and request to present to the people. There will be a sunset to show that it is money well spent.

It was stated that calls not being answered brings us to this point today. It was stated that this plan would not give 95% to 96% coverage. It was questioned what percentage will it cover. It was clarified that you could not predict 911 calls. This should give 65% to 70% coverage. Go forward Council needs to be specific in what they are asking for in respect to the numbers. These are tabulated by hand. There are weeks that the coverage is 5% to 10%. They may need to adjust the hours as the years go on. Ambulance Director Hutchens asked for patience as this is a new endeavor, and it has not been done before.

It was questioned if they are only able to fill three or four positions and have a shortfall, will there still be back up from AMR. It was clarified that AMR has missed calls and great delays on calls, as well. There is mutual aid; however they have their own areas to service. Senate Bill 38 opened the door for community paramedicine in Montana. This allows a paramedic to treat on the scene and release safely and not tie up a transport unit. There are missuses of the ambulance service. Currently, they cannot refuse a call.

Fire Chief Brent Peters thanked Mayor Nelson and Ambulance Director Hutchens for the work they have done on this. The City of Laurel has asked for a solution on the ambulance for many years. He sat down with both the Mayor and Ambulance Director

Hutchens to have a discussion about emergency response in Laurel. This does not make the volunteers go away. This is simply staffing the key hours. The Mayor has always stated that he would promote full-time staff to support the volunteers. They are a team. Laurel has the opportunity to be a leader for EMS. Other communities may be coming to us for how we fixed the issues. This plan has an opportunity for growth.

Mayor Nelson stated that the volunteers work very hard for this community. They will be lucky to have all of them, and they will always be part of the community. Any employees will be there to back up the volunteers as they are the backbone.

Mayor Nelson ended the meeting without continuing to the remain agenda items.

Other Items

Review of Draft Council Agendas

6. Review Draft Council Agenda for December 10, 2019.

Attendance at Upcoming Council Meeting

Announcements

Employee Recognition:

David Saylor	29 years	City Shop
Guy Rolison	20 years	City Shop
Kevin Budge	12 years	City Shop
Dave Waggoner	12 years	WTP
Jay Hatton	6 years	City Shop
Keith Guy	3 years	City Shop

Volunteer Recognition:

KC Bieber	7 years	Fire
Hugo Hernandez	7 years	Fire
Wendy Wong	9 years	Ambulance
Brandy Miller	3 years	Ambulance

The council workshop adjourned at 7:45 p.m.

Respectfully submitted,



Brittney Moorman
Administrative Assistant

NOTE: This meeting is open to the public. This meeting is for information and discussion of the Council for the listed workshop agenda items.



Replies



Rebecca Mazingo Peters
Not in their eyes

5 hours ago · Like



Henry Fox

I think they shouldn't be using an opinion from 20 years ago in a city structured differently than ours. The people of the city decided they'd rather deal with any potential conflicts of interest over their other choices. That says something about the other candidates rallying against him...

5 hours ago · Like ·  2



Travis Nagel

Sounds like poor LOSERS to me. The people of this City had better wake up and take note of the bullshittery going on. I wouldn't be surprised one bit if some dumbass on the Shitty Council nominates that Loser Nelson for Mayor and votes him. Wouldn't put it past them to have had this planned

10:47

**Tom Nelson for Mayor**

Yesterday at 12:52 PM · 🌐



3 shares

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**Travis Nagel**

Laurel wants a mayor that we elected, not an individual that got the position based on a technicality. You are taking credit for projects already set in motion by your predecessors. I also noticed you have made no mention of the fact that during your term as mayor that you did not get the new water intake working even after pouring millions of dollars into it. You talk about how much work it is to be a mayor, but you fired and did not replace the CAO, whose job was to run the day to day affairs of the city under the mayors guidance. You essentially cut your own throat, and now are trying to pat yourself on the back for doing the work of the guy you fired. What I really would like to know, is how hiring a full-time Fire Chief and paying him/her \$70,000 to 100,000 a year is going to help i... [See More](#)

9h Like Reply

**Sean McCleary**

Well said. Especially when he doesn't even know half ..or probably most of the firefighters on our dept.

1h Like Reply



Write a comment...



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Laurel Outlook

October 24 · 🌐

Incumbent Laurel Mayor Tom Nelson is seeking to retain his position in the Nov. 5 Municipal Election against certified write-in candidate Ted Mize. Nelson was appointed in Jan. 2018 after mayor-elect Dave Waggoner...
#News #Political #Candidate
<https://www.laureloutlook.com/.../responsible-growth-importan...>



LAURELOUTLOOK.COM

Responsible growth important for incumbent Laurel Mayor Tom Nelson

👍 Zach Cortese and 3 others

10 Comments 5 Shares

👍 Like

💬 Comment

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Most Relevant ▾



Write a comment...



Matthew D Willoughby I fully agree with Travis the departments may have had the same name but not the same leader or chain of command.. the Ambo operated with the help of the fire fighters not because they had too but because there was no one else.. the only thing I wish w... [See More](#)

Like · Reply · 4w

👍 1



Travis Nagel What a crock of shit this idiot is. How did combining the Ambulance service with the Fire Department result in "BAD

Like

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Travis Nagel What a crock of shit this idiot is. How did combining the Ambulance service with the Fire Department result in "BAD RESPONSE TIMES" for the Ambulance??? The two departments were combined in name only but operated separately with completely separate budgets and leadership. The fire Chief was told he oversaw both departments but in actuality the Ambulance bypassed the Fire Chief and reported directly to the Mayors office. The mayor broke the chain of command, not the Fire Department. There were a lot of unanswered EMS calls by the Laurel Ambulance Service, not because they were joined in name only to the Fire Department, but due to a severe lack of volunteer EMTs. This lack of volunteers is a nation wide epidemic. AMR of Billings is offering a \$10k signing bonus and still can't fill their ambulances. Laurel EMS is completely staffed by volunteers. A few of which actually live in Billings but practically live at the Ambulance barn to cover calls because they care so much, forgoing seeing their families and friends and actually having a LIFE, on top of working full time jobs. When the EMTs available to take a call was only one, minimum of 2 people to respond an ambulance, the Fire Department supplied Fire Drivers so the EMT could respond to the request for an ambulance. The mayor is trying to take credit for an improved "call answered" rate by splitting the two departments that were joined in name only. In actuality, the improved response is from a few new EMTs two of which are Fire Department members and an ambulance driver who also lives in Billings but spends more time in Laurel driving the ambulance then he does at home with his family. Couple this driver with a few EMTs that practically live at the Ambulance barn with support from the Fire Drivers and we now have an improved response rate. The mayor is trying to take credit for what the Volunteer Ambulance leadership and their people have done. These same volunteer EMTs have asked for help from the mayors office numerous times in the form of hiring full time EMTs and have put together proposals on how to get it done but the mayor has turned his back on them every time. Now he wants to spend \$70-100k a year on a full time fire chief? How does that fix anything?? Our current fire chief Brent Peters runs the Fire Department top notch and has done so for the last 8 years. He too is a volunteer. Why spend up to \$100k for a paid chief when you get the same result with a volunteer fire chief? That's not spending taxpayer dollars wisely. Instead, why not hire full time EMTs instead, you know, something we could actually really use here in Laurel. The city cannot say they can't afford to do this as they have fired the past ambulance director who was full-time and received a wage and the current mayor has also fired the CAO who is making over 100,000 a year and has not filled that position either. Tell the mayor we don't need a full time fire chief, we need full time EMTs for our Ambulance Service. My point here is that Tom Nelson is not a worthy mayor now or ever will be. Vote for Ted Mize so the City of Laurel can get back on track.

Like · Reply · 4w

19



Travis Nagel ▸ Laurel Montana Community Watch and Information #2

October 24 · 🌐

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Reposting for those that missed it earlier:

Hello fellow Laurel folk. In today's Laurel Outlook is an article on the mayor. I am writing to you to correct some false claims he has made and to review his plans to hire a full time fire chief to replace our current volunteer fire chief. As most of you know, I have been a member of the Laurel Volunteer Fire Department for over ten years and am currently serving as a Deputy Fire Chief. In the article the mayor claims that the combined departments (Fire and Ambulance) created bad response times for the Ambulance. How did combining the Ambulance service with the Fire Department result in "BAD RESPONSE TIMES" for the Ambulance??? The two departments were combined in-name-only. Both departments operated separately with each their own budgets and leadership. The fire Chief was told he oversaw both departments but in actuality the Ambulance by-passed the Fire Chief and reported directly to the Mayors office, at his directive. The mayor broke the chain of command, not your Fire Department. There were a lot of unanswered EMS calls by the Laurel Ambulance Service, not because they were joined, in-name-only, with the Fire Department, but due to a severe lack of volunteer EMTs. This lack of volunteers is a nation wide epidemic. AMR of Billings is offering a \$10k signing bonus and still can't fill their ambulances. Laurel EMS is completely 100% staffed by volunteers. A few of which actually live in Billings but practically live at the Ambulance barn to cover calls because they care so much, forgoing seeing their families and friends and actually having a LIFE, on top of working full time jobs. When the EMTs available to take a call was only one person, a minimum of 2 people required to respond an ambulance per regulation, the Fire Department supplied Fire Drivers so the EMT could respond to the request for an ambulance. The mayor is trying to take credit for an improved "call answered" rate by splitting the two departments that were joined in name only. In actuality, the improved response is from the addition of a few new EMTs two of which are Fire Department members and an ambulance driver who also lives in Billings but spends more time in Laurel driving the ambulance then he does at home with his family. Couple this driver with a few EMTs (seasoned and new) that practically live at the Ambulance barn with support from the Fire Drivers and we now have an improved response rate. The mayor is trying to take credit for what the Volunteer Ambulance leadership and their people have done. These same volunteer EMTs have asked for help from the mayors office numerous times in the form of hiring full time EMTs and have put together proposals on how to get it done but the mayor has turned his back on them every time. Now he wants to spend \$70-100k a year on a full time fire chief? How does that fix anything?? Our current fire chief, Brent Peters, runs the Fire Department top notch and has done so for the last 8 years. He is a volunteer fire Chief, not a paid fire chief. Why spend up to \$100k for a paid chief when you get the same result with a volunteer fire chief? That's not spending taxpayer dollars wisely. Instead,



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Computer, Internet and E-mail Usage

The City recognizes that use of the Internet has many benefits for it and its Employees. The Internet and e-mail make communication more efficient and effective. Therefore, Employees are encouraged to use the Internet appropriately. Unacceptable usage of the Internet can place the City and others at risk. This policy discusses acceptable usage of the Internet.

Guidelines

The following guidelines have been established for using the Internet and e-mail in an appropriate, ethical and professional manner.

1. Internet and e-mail access may not be used for transmitting, retrieving or storing of any communications of a defamatory, discriminatory or harassing nature or materials that are obscene or X-rated. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference shall be transmitted. Harassment of any kind is prohibited.
2. Disparaging, abusive, profane, or offensive language; materials that would adversely or negatively reflect upon the City or be contrary to the City's best interests; and any illegal activities - including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the Internet or e-mail - are forbidden.
3. Copyrighted materials belonging to entities other than the City may not be transmitted by Employees on the City's network. All Employees obtaining access to other companies' or individual's materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only. If you find something on the Internet that may be interesting to others, do not copy it to a network drive. Instead, give the URL (uniform resource locator or "address") to the person who may be interested in the information and have that person look at it on his/her own.
4. Do not use the system in a way that disrupts its use by others. This includes excessive sending or receiving many large files and "spamming" (sending e-mail messages to thousands of users.).
5. The Internet is full of useful programs that can be downloaded, but some of them may contain computer viruses that can extensively damage our computers. Be sure to virus-check downloaded files immediately. Instructions on how to check for viruses are available through your supervisor. Also, many browser add-on packages (called "plug-ins") are available to download. There is no guarantee that such will be compatible with other programs on the network and such may cause problems; therefore, please refrain from downloading such plug-ins.
6. Passwords to City systems are provided in order to protect sensitive information and messages from unauthorized use or viewing. Such passwords are not intended to prevent appropriate review by City management. Under NO circumstances should you provide any co-worker or non-city personnel your password and user codes.
7. At no times should networked workstations with Internet access be left in an accessible state that could potentially allow unauthorized access.

8. Each Employee is responsible for the content of all text, audio or images that he/she places or sends over the City's Internet and e-mail system. No e-mail or other electronic communications may be sent which hide the identity of the sender or represents the sender as someone else.
9. E-mail is not guaranteed to be private or confidential. All electronic communications are the City property. Therefore, the City reserves the right to examine, monitor and regulate e-mail messages, directories and files, as well as Internet usage. Also, the Internet is not secure so do not assume that others cannot read - or possibly alter - your messages.
10. Internal and external e-mail messages are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the City.
11. Use of Instant Messaging, either with internal Employees or persons outside the office must fall within City guidelines.

The City's Right to Monitor and Consequences

All City-supplied technology, including computer systems and City-related work records, belong to the City and not the Employee. The City routinely monitors usage patterns for its e-mail and Internet communications. Although encouraged to explore the vast resources available on the Internet, Employees should use discretion in the sites that are accessed.

Since all the computer systems and software, as well as the e-mail and Internet connection, are owned by the City, all City policies are in effect at all times. Any Employee who abuses the privilege of the City's facilitated access to e-mail or the Internet may be denied access to the Internet and, if appropriate, be subject to disciplinary action, up to and including termination.

Department Administrators are responsible for ensuring that assigned personnel understand Internet acceptable use policy.

City management reserves the right to periodically monitor Employees' use of any computer systems or network.

Questions Regarding the Use of the Internet or E-mail

If you have questions regarding the appropriate use of the Internet or E-mail, contact your supervisor.

Social Media Policy

The City understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all Employees of the City of Laurel.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content

of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the City, as well as any other form of electronic communication.

The same principles and guidelines found in the City's policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of the City or the legitimate business interests of the City may result in disciplinary action, up to and including termination.

Know and Follow the Rules

Carefully read these guidelines, the City Statement of Ethics Policy, the City Customer and Confidentiality Policies and the Discrimination & Harassment Prevention Policy, and ensure your posting are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may be subject you to disciplinary action, up to including termination.

Be Respectful

Always be fair and courteous to fellow Employees, customers, members, suppliers or people who work on behalf of the City. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your coworkers or by utilizing our Problem Resolution Procedure than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticisms, avoid using statements, photographs, video or audio that reasonable could be viewed as malicious, obscene, threatening or intimidating, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, gender, disability, religion, or any other status protected by law or the City policy.

Be Honest and Accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted posting can be searched. Never post any information or rumors that you know to be false about the City, fellow Employees, citizens, suppliers, or people working on behalf of the City or competitors.

Post Only Appropriate and Respectful Content

Do not create a link from your blog, website or other social networking site to the City website without identifying yourself as a City Employee.

Express only your personal opinions. Never represent yourself as a spokesperson for the City. If the City is a subject of the content you are creating, be clear and open about the fact that you are an Employee and make it clear that your views do not represent those of the City, fellow Employees, members, customers, suppliers, or people working on behalf of the City. If you do publish a blog or post online related to the work you do or subjects associated with the City, make it clear that you are not speaking on behalf of the City. It is best to include a

disclaimer such are "The postings on this site are my own and do not necessarily reflect the views of the City."

Using Social Media at Work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your department Administrator or consistent with the City's Computer, Internet, and E-mail Usage Policy. Do not use the City email addresses to register on social networks, blogs, or other online tools utilized for personal use.

Retaliation is Prohibited

The City prohibits taking negative action against any Employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any Employee who retaliates against another Employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media Contacts

Employees should not speak to the media on the City's behalf without contacting the CAO or Department Head.

All media inquiries should be directed to them.

For More Information

If you have questions or need further guidance, please contact your department Administrator or the City CAO.

Job Descriptions

All job descriptions must be approved by the Mayor or CAO, no exceptions.

Compensation

The City observes pre-determined pay period/pay days. When you receive your paycheck, review your paycheck stub to be certain your name, address and other pertinent information are correct. Please make sure to review your hours every pay period to assure all hours worked have been properly recorded and paid. If you observe an error on your check, please report it immediately to the City Payroll Clerk. If you cannot resolve the problem, contact your supervisor for assistance.

Paydays

The pay period is biweekly. Payday is the Friday following completion of the pay period. Paychecks will be available by 9:00 a.m. on payday. There shall be NO pay advances under any circumstances. Checks may be mailed if authorized by the employee. No other person be allowed to pick up an Employee's payroll check, without prior written authorization of the Employee on file with the City.

* LVFD member's expense reimbursement will be once a month, on or before the 10th of the following month.