



TOWN OF HIGHLAND BEACH

AGENDA MEMORANDUM

MEETING TYPE: Town Commission Meeting

MEETING DATE 10/01/2024

SUBMITTED BY: Marshall Labadie, Town Manager

SUBJECT: Consideration of the Town of Highland Beach Fire Rescue Department Personnel Rules and Regulations.

SUMMARY:

The Fire Rescue Department's operations require a unique set of personnel rules and regulations that differ from those outlined in the Town's general Personnel Rules and Regulations. Due to the specialized nature of the department's functions, particularly in the areas of scheduling, leave accrual, and overtime, it has become necessary to adopt distinct regulations to ensure the department operates efficiently and in compliance with relevant labor laws.

The Fire Rescue Administrative Team, in collaboration with the Human Resources Manager, the Labor Attorney, and the Town Manager, has developed a comprehensive set of Personnel Rules and Regulations specifically tailored for the Fire Rescue Department. Some provisions mirror those of the Town Personnel Rules and Regulations to ensure optimal consistency amongst all operations of the town.

These rules address the following key areas:

- Holiday Policies: Provisions for holiday observance and compensation are structured to accommodate 24-hour shift operations.
 - Leave Accumulation: The rules outline how vacation, sick leave, and other forms of leave will accumulate differently from standard town employees due to the Fire Rescue Department's shift structure.
 - Shift Structure: Fire Rescue personnel work 24-hour shifts followed by 72 hours off (24/72). This operational schedule requires specific rules for shift exchanges, time off requests, and coverage requirements.
 - Time Off Request Process: A streamlined process for requesting time off, designed to maintain adequate staffing levels while ensuring fairness for personnel.
-

- Overtime Accumulation: Overtime rules that align with the unique operational needs of the department, ensuring compliance with Fair Labor Standards Act (FLSA) provisions for public safety personnel.
- Other Specific Provisions: Additional policies that address aspects of fire rescue work not covered by the Town's general Personnel Rules and Regulations, such as specialized training requirements, on-call status, disability and emergency response protocols.

These regulations have been developed with input from key stakeholders to ensure they meet both operational and legal standards while providing clarity and fairness to Fire Rescue personnel. The adoption of these rules is essential to address the unique demands of the Fire Rescue Department, which cannot be effectively governed by the current Town Personnel Rules and Regulations.

FISCAL IMPACT:

N/A

ATTACHMENTS:

Town of Highland Beach Fire Rescue Department Personnel Rules and Regulations

RECOMMENDATION:

Recommend Town Commission approval of the Fire Rescue Department Personnel Rules and Regulations as presented, allowing for their immediate implementation. This will ensure that the department's operations remain compliant, efficient, and reflective of the needs of its personnel.