

**PBCE and ABMEI
Labor Management Committee (LMC)**

MINUTES

When/Where	August 25, 2017 (Wednesday)	8:00 am to 9:00 am	Tower Room 550
In Attendance	Rosalynn Hughey, PBCE Chu Change, PBCE John Ruch, PBCE Bill Mayne, PBCE Marco Mercado, OER	Peter Fenerin, ABMEI Bob Adler, ABMEI James Strom, ABMEI Thomas Brim, ABMEI Don Lindsey, ABMEI	

Minutes

- (1) Groundrules/Communications**
- There were discussions regarding external communications from ABMEI about Department management as well as what was discussed at the LMC, including concerns regarding the productivity of such communications to moving relations forward. ABMEI indicated it would cease such communications moving forward.
 - PBCE and ABMEI reiterated their commitment to move the relationship forward and the LMC's success.
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- (2) Minutes**
- The minutes from the August 9th meeting were distributed for review.
 - Consensus was reached to post approved/reviewed minutes on the City's ABMEI website for access by others. There was discussion regarding any materials exchanged between the parties should also be posted along with the minutes.
 - Discussion was had regarding the formal structure of the LMC versus the informality of the prior monthly E-Board meetings, and it was discussed that, moving forward, the LMC was determined to be the best way to address issues in lieu of the monthly E-Board meetings.
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- (3) Review Policy on Ending Paper Form of Code Books**
- Concerns were raised about the availability, or perceived lack of availability, of code books in hard copy form versus electronic form.
 - All parties were in consensus about the following:
 - That as we move forward, electronic data in the form of tablets will be used to access the relevant codes in lieu of hard copy code books.
 - That not all of the inspectors have tablets.
 - The technology is still being refined by the Department to best suit the needs of the inspectors out in the field.
 - Once the technology is available, employees would need to be trained on how to use the available data, especially any search features involving the codes.
 - In the meantime, until the tablets and the codes are available electronically to the inspectors, there needs to be an interim solution.
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(3) (cont'd)

Review Policy on Ending Paper Form of Code Books (cont'd)

- There was a discussion about the cost of providing the needed code books to employees, and ABMEI recommended that the Department purchase only one (1) hard copy code book per employee to be chosen by the employee to mitigate any potential costs. The Department raised concerns that one (1) code book appeared insufficient given the combination work being done by inspectors. ABMEI indicated that the employees would be responsible for any other hard copy code books they would want beyond the one (1) to be provided by the Department.
- The following items were to be researched by the City and to be discussed at subsequent LMC meeting:
 - Review/provide timeline estimating when the tablets and the codes will be available in electronic form to all employees and thus provide, if possible, a hard deadline when hard copy code books will no longer be provided;
 - Review feasibility of providing only one (1) code book per employee as requested by the employee until such time that the tablets and the codes are available in electronic form;
 - Review feasibility of using Education Reimbursement for employees to purchase code books.

(4)

Disaster Response Training Including Drill

- Baseline Medical Examinations:
 - Issues were raised regarding the work of the inspectors during the 2017 flood, including concerns about potential exposure to possibly harmful materials.
 - Issue has been previously raised to OER, and OER will follow up with ABMEI regarding the status of this issue.
- Procedures and Trainings:
 - Concerns were raised about procedures in the event of an emergency, including contacting employees and employees knowing where to go.
 - Questions were raised about whether a Steering Committee for safety should be revisited to address these issues, and the Department indicated that meetings on safety procedures/trainings were ongoing and continuous.
 - The available trainings and upcoming drill that are being planned were discussed, and the prospect of more trainings/drills were raised. It was discussed that balancing available resources with the need for trainings/drills would be an ongoing issue that the Department would need to continually juggle.
- The Department emphasized that inspectors are not the first responders in the event of an emergency like Police and Fire, and that the Department's number one goal was the safety of their employees. The upcoming training, in addition to addressing concerns about contact info and procedures, would also be used to clarify what is expected of employees in an emergency.

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- (5) Establish Part-Time Inspectors' Benefit**
- OER indicated this was a meet and confer item, and that there were several outstanding issues that remained. OER will reach out to ABMEI and meet separately on this issue, with ABMEI reiterating that the availability of part-time employees was of importance to them.
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- (6) Recruitment Committee**
- ABMEI suggested a 3-person Recruitment Committee tasked with helping with the recruitment process, including but not limited to going to schools to talk about becoming a building inspector, have interested parties do "ride-alongs" with inspectors, and guiding applicants through the application/recruitment process with the City. Issues of when these activities would take place and compensation were also discussed.
 - The Department stated it believed that the recruitment committee includes all of the employees and questioned the need to limit such activities to a few specified employees.
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- (7) Review/Update and Publish check list for multi-family combination inspection**
- Item was not discussed and will be carried over to the next LMC meeting
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