



Alice Ruby, Mayor

City Council Members

- Doug Holt (Seat A) • Chris Maines (Seat B) • Bob Himschoot (Seat C)
- Keggie Tubbs (Seat D) • Tracy Hightower (Seat E) • Paul Liedberg (Seat F)

**DILLINGHAM CITY COUNCIL
MEETING AGENDA**

David B. Carlson Council Chambers

Dillingham City Hall, 141 Main Street, Dillingham, AK 99576 (907) 842-5212

SPECIAL MEETING

12:00 P.M.

DECEMBER 14, 2012

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AGENDA

IV. SPECIAL BUSINESS

- A. Action Memorandum No. 2012-14, Appointment of Dan Pasquariello as Police Chief
- B. Action Memorandum No. 2012-15, Waive Nepotism Provisions to Allow Stephanie McCumber to Accept a Position as the Fire Dept. Office Assistant

V. CITIZEN'S DISCUSSION (Open to the Public)

VI. COUNCIL COMMENTS

VII. MAYOR'S COMMENTS

VIII. ADJOURNMENT

Subject: Appointment of Dan Pasquariello as Police Chief

Agenda of: December 14, 2012

Council Action:

Manager: Recommend approval. The City Council approves the Manager's appointment of Dan Pasquariello to the position of Police Chief/Public Safety Director of the City of Dillingham.

City Manager: Rose Loera
Rose Loera

Route To:	Department / Individual	Initials	Remarks
X	Finance / Carol Shade	CS	
X	City Clerk / Janice Williams	JW	

Fiscal Note: Yes _____ No X Funds Available: Yes X No _____

Other Attachment(s): Offer Letter
Employment Application/Resume

Summary Statement. The Manager has negotiated the contingent 3 year offer of employment to Dan Pasquariello for the position of Dillingham Police Chief/Public Safety Director. The employment agreement was prepared by our attorney with terms requested by Dan. The approval is contingent on the approval by the City Council (DMC 2.44.010). For salary the Manager is offering Level XI step 6 which will be a reduction in his current yearly salary as an hourly employee.

The Police Chief Selection Committee reviewed all applications submitted and narrowed the field to the best 3 for telephonic interviews. From the telephonic interviews the committee selected two (2) individuals for in-person interviews. One candidate was brought into Dillingham and the Selection Committee met on December 4, 2012 to interview both candidates.

The committee determined from the interviews that both candidates appeared qualified and competent for the position. The scoring of the face-to-face interview was very close within a 10% margin. The committee was not able to recommend unanimously one candidate over the other. The committee indicated that they would support either candidate recommended by the Manager since both had experience and qualifications that would benefit our community.

The Manager has worked with Dan Pasquariello over the past 4.5 months and is convinced that he is qualified and capable and the best choice for the position of Police Chief. In addition to his hire we are including a one year mentorship and new police chief training opportunities. The mentorship will be developed after acceptance of the position.

PASSED and ADOPTED by the Dillingham City Council on December 14, 2012.

SEAL:

Alice Ruby, Mayor

ATTEST:

Janice Williams, City Clerk

December 13, 2012

Daniel Pasquariello
PO Box 1354
Dillingham, AK 99576

Subject: Offer Letter

Dear Daniel:

The City of Dillingham (COD) is pleased to offer you the Police Chief /Public Safety Director position.

Details of this employment are as follows:

Position and Reporting

- Position: Police Chief/ Public Safety Director
- Department: Public Safety
- Reporting to: City Manager
- Work Schedule: 40 hours per week/evenings and weekends when necessary

Compensation and Benefits

- Base Compensation: \$76,460.80. annual salary, \$36.76 per hour
Level XI, Step 6
 - Employment Status: Full time, regular, exempt from overtime. You will be paid bi-weekly, every other Friday. Checks are distributed by the finance department. You have the option to direct deposit your paychecks into the bank(s) or credit union(s) of your choice.
 - Benefits: The City of Dillingham provides a comprehensive package of employee benefit programs for full-time regular employees. Additional information and details will be provided during a benefits session prior to your eligibility date. However, the following is a brief summary description for your general information:
 - COD currently offers employees separate medical, dental, and vision insurance options on a co-pay basis through Aetna Insurance. Employees, their spouses and dependents are eligible for these coverage's after 31 days of continuous full service with COD.
 - COD provides employees with basic company-paid life insurance, accidental death and dismemberment insurance. COD provides for a basic dependent life insurance benefit for all employees with a spouse, and/or children. Employees are eligible for these coverage options on the first day of the month following 31 calendar days of continuous full service with COD.
 - An employee paid Supplemental Insurance is available to you through AFLAC (American Family Life Assurance Company).
-

- PERS Retirement Plan: COD offers employees the opportunity to participate in the PERS retirement system to provide for retirement savings.

- COD offers you in addition to the PERS Retirement Plan, an employee paid tax sheltered 457 Pension plan through ICMA. This is an excellent opportunity to add to your retirement savings plan.

- Personal Leave: You will earn 24 days per year.

- Sick Leave: You will earn 3.69 hours bi-weekly. Employees may accumulate up to 480 hours of sick leave in a Sick Leave Reserve. The purpose of the reserve is to provide an employee with an economic cushion to be used in the event of a major illness or lengthy absence for medical reasons.

- Paid Holidays: COD recognizes 13 paid holidays.

During the first year of employment the COD will make available, resources in new Police Chief Training as well as a personal mentor.

Dan, we are confident in your skills and abilities and look forward to having you in the position of Police Chief. This appointment shall be subject to the probationary period of six month and is contingent upon concurrence with the City Council. Please call Jayne Bennett at 842-4323 if you have any specific questions regarding this offer.

Sincerely,

Rose Loera,
City Manager

Offer Acceptance: Name _____ **Date:** _____

forms/offer letter

August 16, 2012

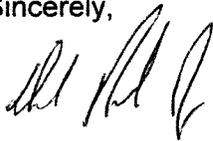
Daniel Pasquariello Jr.
PO Box 1354
Dillingham, AK 99576
(907) 842-4198

City Manager Rose Loera
PO Box 889
Dillingham, Ak 99576

Dear City Manager Loera,

I would like to be considered an applicant for the position of Chief of Police. I have attached a resume of my qualifications for the position of Dillingham Police Chief.

Sincerely,

A handwritten signature in black ink, appearing to read 'Daniel Pasquariello', written in a cursive style.

Daniel Pasquariello

Daniel V. Pasquariello Jr.

3400 Trumpeter Drive
Dillingham, Alaska 99576
(907) 842-4198 (home)
(907) 843-1160 (cell)

LAW ENFORCEMENT EXPERIENCE

Dillingham Department of Public Safety – April 1992 to present

Investigations Sergeant – 2009 to present

I currently hold a Special Commission with the Alaska State Troopers and I am assigned to the Western Alaska Alcohol and Narcotics Team (WAANT) of the Statewide Drug Enforcement Unit (SDEU). I perform drug investigations, alcohol interdiction, postal seizures, and asset forfeitures in Dillingham and the surrounding communities. In addition to my WAANT duties I also investigate, or assist patrol officers, in most major felony cases in Dillingham. I perform case management and quality control functions for DDPS by reviewing all officers' reports before they are disseminated to other components of the criminal justice system.

Acting-Chief - December 2009 to July 2010

I served as the acting-Chief for DDPS for several months during the hiring process for a new Chief. Additionally, due to staffing shortages, I also performed the Patrol Supervisor, Dispatch Supervisor and Animal Control Officer functions, while still being assigned to the WAANT unit.

Patrol Sergeant - 2003 to 2009

I supervised the patrol division. I was responsible for the scheduling, training, case management, and oversight of the patrol officers. I obtained and managed numerous patrol related grants. I served as acting-Chief in the absence of the Chief.

Patrol Officer - 1992 to 2003

I served as a patrol officer. I performed many extra duties such as Field Training Officer, breath test supervisor, DARE officer, baton and OC instructor, and reserve officer coordinator. I served as acting-Sergeant in the absence of the Sergeant.

Village Public Safety Officer (Toqiak, AK) - January 1990 to April 1992

VPSO – 1990 to 1992

I was responsible for police response, emergency medical services, fire protection, and search and rescue under the direction of the Alaska State Troopers.

ASP Baton Instructor
DARE Elementary Instructor
DARE Middle School Instructor
Practical Homicide Investigation
Death Investigation
Crime Scene Investigation
Reid Interview and Interrogation
Sexual Assault Response Team
Advanced Sexual Response training
Child Advocacy MDT training
Forensic Interviewing of Children
DEA Drug Investigation course
Tactical Narcotics Debriefing
Informant Development and Management
Defensive Tactics
Cold Weather Defensive Tactics
Patrol Rifle
Chemical Agents
Night Vision
Traffic Radar
Glock Pistol Armorer
Remington Shotgun Armorer
Rural Firefighter I
Emergency Trauma Training

EDUCATION

UAF Bristol Bay Campus - 2004
Certified Public Manager Certificate

State University of New York at Buffalo - 1982-1984
Major in Economics

Niskayuna High School, Niskayuna, NY - 1978-1982
Diploma

LAW ENFORCEMENT EDUCATION

Alaska Police Standards Council - Advanced Police Certificate, Certified Police Instructor

Law Enforcement Management Institute - 2006
Training in police management taught by AML/JIA

Northwest Command College - 2003
Training in police command taught by FBI

Municipal Police Academy Sitka, Ak - 1993
10 week police training academy

Village Public Safety Officer Academy Sitka, AK - 1991
6 week training academy

OTHER LAW ENFORCEMENT TRAININGS

First Line Supervision
Field Training Officer
Civil Liability and Risk Management
Critical Incident Response
Crisis Intervention Team
Methods of Instruction
Breath Test Supervisor Instructor
OCAT Instructor

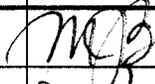
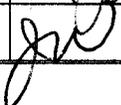
City of Dillingham Action Memorandum No. 2012-15

Subject: Waive nepotism provisions to allow Stephanie McCumber to accept a position as the Fire Dept. Office Assistant

Agenda of: December 14, 2012

Council Action:

Manager: Recommend approval.
City Manager: Rose Loera
Rose Loera

Route To:	Department / Individual	Initials	Remarks
X	Administration / Jayne Bennett		
X	City Clerk / Janice Williams		

Fiscal Note: Yes _____ No X Funds Available: Yes _____ No _____

- Other Attachment(s):**
- Page 12 – Personnel Regulations, Section 3.95, Nepotism

Summary Statement.
In Section 3.95, Nepotism, no employee shall be appointed to a City position when he or she or any member of their family is the Mayor or serves as a member of the City Council.

Stephanie McCumber has applied for a position as a Fire Dept. Office Assistant and was found to be the best candidate. This position is a regular, full-time position. If hired, her father, Bob Himschoot sits on the City Council.

Family is defined to include: spouse, children, parents and grandparents, brother and sister, parents and grandparents of spouse, brother-in-law, sister-in-law, and such person of a half or step relationship.

The City Council, upon the recommendation of the City Manager, shall have power to grant specific waivers of this provision if they decide the appointment of the individual is in the best interest of the City. Such waiver shall be a public record and a copy shall be placed in the personnel file of the individual.

PASSED and ADOPTED by the Dillingham City Council on December 14, 2012.

SEAL:

Alice Ruby, Mayor

ATTEST:

Janice Williams, City Clerk

VHF radio, if the employee is likely to be called in for emergency situations involving his/her job function.

3.70. **PROVISIONAL APPOINTMENT** If a vacancy cannot be filled by a qualified applicant, it may be filled by a provisional appointment. A provisional appointee's tenure shall terminate as soon as the position can be filled by appointing a qualified person to the position.

3.75. **EMERGENCY APPOINTMENTS** In an emergency that threatens life or property, the City Manager, may without complying with the provisions of the personnel regulations concerning regular appointments, employ such persons as are necessary to meet the emergency needs of the City for the duration of the declared emergency.

3.80. **TEMPORARY APPOINTMENTS** In cases of special projects, seasonal activity or other such situations, the City Manager may appoint a temporary employee, without complying with the provisions of the personnel regulations concerning regular appointments.

3.85. **RECRUITMENT BONUS** When a person has been hired by the City, and must move from a community outside Dillingham, a recruitment bonus may be negotiated by the City Manager at the time of appointment, and so set forth in writing with a copy furnished to the employee. The City shall not be liable for any relocation expenses. New employees shall be required to sign an agreement to reimburse the City on a pro rata basis for any recruitment bonus should they leave the City as a result of their own action prior to the completion of a period of time agreed to between the employee and the City Manager.

3.90. **PREVIOUS WORK RECORD** An applicant who has been previously employed by the City and whose services were unsatisfactory or whose departure was without sufficient notice may be disqualified for subsequent employment.

3.95. **NEPOTISM** No person shall be appointed to a City position when he or she or any member of their family is the Mayor or serves as a member of the City Council. No employee shall hold a position over which a member of his/her family exercises direct supervisory control.

Family is defined to include: spouse, children, parents and grandparents, brother and sister, parents and grandparents of spouse, brother-in-law, sister-in-law, and such person of a half or step relationship.

When the Mayor or a City Council member is elected, and a family member is a current City employee, the City Manager may recommend a waiver as long as the employee is not going to be directly supervised by the Council or the Mayor.

The City Council, upon the recommendation of the City Manager, shall have power to grant specific waivers of this provision if they decide the appointment of the individual is in the best interest of the City. Such waiver shall be a public record and a copy shall be placed in the personnel file of the individual.