

BERNARD C. LAPIRA
1797 McKenzie Way North, Old Fort, N.C. 28762
(828) 668-9509 Home (828)202-1023 Cell

SUMMARY

More than twenty-five years of experience in all aspects of local government. I have held positions as a Village Manager, Government Services Director, Human Resources Director, Risk Manager and firefighter. My specific expertise is the development of effective organizations and the delivery of outstanding customer service. I work well both independently and as a dedicated team player.

2003 to 2006: Village Manager, Islamorada, FL.

Chief executive officer of a municipal government with 85 employees and a 13 million budget. Oversight responsibility for the following functions: police, fire, parks, recreation, planning, zoning, human resources, risk management, finance and public works. Implementation of Council directed policy. Administration of the Village's day to day operations as well as identification and resolution of long range issues. Preparation and administration of the Village's operating and capital budgets. Negotiation with public and private sector entities on a variety of issues from economic development and growth to service contracts. Media representation of the Village including appearances on television and radio, interviews with the print media and preparation of press releases. Responsible for the Village's compliance with County, State, and Federal regulations such as health, environmental and EEOC.

Achievements:

- Negotiated an agreement with Monroe County Board of County Commissioners for equal distribution of Constitutional Gas Tax.
- Implemented a wastewater utility and completed negotiations and contract award of Plantation Key Colony wastewater system design and construction.
- Secured funding for major capital projects within the Village to include Municipal Center, Lower Matecumbe Fire/EMS Station and Marina renovation.
- Established fund balance criteria at 20% of General Revenue Expenditures.
- Negotiated design with architectural engineer for Municipal Center at Founders Park.
- Implemented a third EMS facility to enhance services to residents of Lower Matecumbe Key.
- Secured an agreement with the State of Florida DCA for funding of wastewater projects up to 50% of costs.
- Established the Village informational page for newspaper publications: the Four Island Forum.
- Negotiated agreement with the Middle Keys Community Land Trust for purchase of land and construction of affordable housing.

2000 to 2003: Director, Government Services, Islamorada, FL.

Assisted the Village Manager in the direction, coordination and administration of Village government in accordance with policies determined by Village Council. Performed special assignments and/or projects as assigned by the Village Manager. Reporting to this position are the Finance Director, Fire Chief, and the Village Clerk. Director has "hands-on" responsibility for Human Resources and Risk Management ITS functions are within Department under a vendor contract. Assisted the Village Manager in the preparation of the annual budget. Develops and implements programs, policies and procedures designed for the effective and efficient utilization of Village resources. Assisted the Village Manager in strategic planning. Represented the Village Manager and Village administration before various community organizations, business enterprises and governmental entities. Established professional working relationship with local media in Village. Position reported directly to the Village Manager.

Achievements:

- Conducted a job analysis of positions within Village for compliance with FLSA and reclassified employees where appropriate.
- Supervised the design of the Village website with computer design consultant to make it more user friendly.
- Initiated pay incentives for certifications for volunteer firefighters and increased compensation for paramedics and EMTs.
- Part of management team that converted Village budget to full cost allocation system for improved accountability.
- Established a Section 125 plan for Village employees resulting in increased take home pay.
- Developed and implemented Employee Policies and Procedures.
- Established organizational structure and job descriptions for all Village employees.
- Served as staff liaison for the highly effective Near Shore Water Citizens Committee that resulted in significant improvements within the 1200' jurisdiction of Village waters.
- Developed and implemented the Village's Purchasing Ordinance & Policies.
- Led the development of a Village Council action item list that details Council member concerns and prompts staff to action.

1998 to 2000: Director, Human Resources, City of Homestead, FL.

Executive level position with overall responsibilities of the Human Resources Department. Staff of seven included a Risk Analyst, Employee Relations Manager, Human Resources Assistant, Administrative Secretary, Benefits Coordinator, and Driver/Custodian. Responsible for management and strategic development of the City's personnel management practices to ensure the highest utilization of employee resources. Responsible for recruitment and new hire orientation; compensation and benefits, performance appraisals, labor relations, unemployment, drug free workplace programs, policy development, and facility maintenance. Served as in-house consultant to management and monitors policy compliance. Responded to public record requests for documentation and information. Attended City Council meetings and other City and interdepartmental meetings, as needed.

Achievements:

- Analyzed legal costs incurred during previous three years and reduced legal fees 25% during first year of employment.
- Formed city-wide safety committee to include all departments and developed safety manual for City.
- Effectively managed labor relations so that no grievance went beyond step one of a four-step grievance procedure during my tenure.
- Successfully negotiated two police contracts for patrolmen and lieutenants.

1998 Risk Manager, Hamilton County, TN.

Directed staff of three employees in Safety, Claims Administration, and Risk Management. Review contracts County entered into with respect to insurance requirements. Review Workers' Compensation claims and recommend improvements to workers' safety. Investigate accidents involving County vehicles and determine responsibility. Authority to settle liability and Workers' Compensation Claims up to \$10,000. Recommend to County Commission settlements over \$10,000.

1987 to 1998: Risk Manager, City of North Miami, FL.

Responsible for the City's Risk Management Department. Administratively responsible for the Safety Coordinator, Risk Management Specialist, part-time Workers' Compensation Adjuster and Contractual Claims Investigator(s). Monitor the Workers' Compensation Third Party

Administrator's activities. Budget responsibilities of the City's self-insurance programs which included general liability, workers' compensation, and automobile liability. Responsible for all commercial purchases excess coverage. Thorough knowledge of F.S. 768.28 and F.S. 440. Initial contact for all claims made against the City such as trips and falls, automobile accidents, sewer backups, and police actions. Conduct investigation and determine responsibility. Presiding officer on two-accident review boards in the City (police and general employee). Member of Risk Management Committee, Safety Committee, City Pension Board, Disaster Preparedness Committee and Insurance Advisory Committee. Interface with all City departments concerning Risk Management and Safety matters. Appointed by the City Manager as Mitigation Coordinator for mitigation and redevelopment activities post-disaster hurricane.

1981 to 1987: Various positions in the fire protection, insurance, safety, and loss control fields.

Companies included Florida Power & Light Company, Boston Edison, and Arkansas Power & Light Company. Duties associated with the above electric companies were limited to fire protection and safety in nuclear power generating electric companies. Previous positions in the insurance industry were with Hartford Steam Boiler and Fireman's Fund Insurance Companies. Duties included fire protection engineering with Hartford Steam Boiler and loss control and safety with Fireman's Fund. Both positions were field positions conducting inspections and surveys of commercial businesses. All positions were supervisory and had operating and capital budget responsibility.

1970 to 1981: Firefighter, City of Hartford, CT.

Performed duties related to fire fighting and associated fire prevention activities. Selected to attend college for academic year 1976 by Department Chief.

MILITARY SERVICE

U.S. Marine Corps – Sergeant (E-5) 1965-1969
Vietnam Service 1966-1967

EDUCATION

Master of Public Administration (M.P.A.). Florida International University (F.I.U.), Miami, FL
B.S. Degree/Fire Science and Safety. Florida International University (F.I.U.), Miami, FL
A.S. Degree/Fire Science. Springfield Technical Community College, Springfield, MA

CERTIFICATES

Certificate in Industrial Safety. Florida International University, Miami, FL
Certificate in Public Management. Florida International University, Miami, FL
Certificate in Human Resource Policy and Management. Florida International University, Miami, FL

ASSOCIATIONS

International City/County Management Association, Full Member
Public Risk and Management Association, Past Local Chapter President.
American Society of Safety Engineers, Past Member
Dade County Chief Fire Officers Association, Past Member
Florida Public Personnel Association, Past Member