

PERSONNEL COMMITTEE MEETING MINUTES

Monday, March 6, 2023 @ 5:30 pm

Ed Malinowski Boardroom

Present: Lisa Reeves (Chair), Mayor Swadley (ex-officio member), Director Gillingham

Late but excused: Greg Jenson

Via Zoom: Fred Hundt (Vice Chair), Brett Schumacher

Also attending: Chief Ripp

1. **CALL TO ORDER:**

Chair Reeves called the meeting to order at 5:44 pm.

2. **Approval of the minutes from the Thursday, January 19, 2023 and February 27, 2023 Personnel Meetings**

Motion to approve, Hundt, Schumacher second, Approved 3-0

3. **Communications/Updates**

Director Gillingham gave the Committee members updates on:

- DOT Randoms – New vendor (InCheck) and we were able to partner with Stoughton Hospital so that our employees can go there for testing.
- Have worked out timesheet verification 19-02.
- Corrected Police Holiday issue.
- Notified all employees regarding ICI ability to take 30 days if they had elected a higher amount of days (60 or 90).
- Organized supply room and cabinets.
- City employees attended CVMIC Work Plan meeting. Three priorities for 2023:
 1. Signed all Leadership up for HR 101 back to basics.
 2. Reasonable Suspicion
 3. Anti-Harassment
- HR starting DEI assessment with CVMIC
- 1095's were completed and government filing completed as well.
- School Job Fair scheduled for 3/22.
- Open Positions:
 1. Forestry Intern
 2. Troll Beach Lifeguards & Front Desk Staff
 3. LT Seasonal Park's Maintenance
 4. PD Office Manager
 5. PW Long Term Park's Seasonal Maintenance
 6. CSO
- Terms:
 1. Andy Johnson
 2. Nathan Anfinson
- Hired PT Custodian in the midst of onboarding.
- Chad O'Neil accepted the Lieutenant position.

4. **Discussion and possible action regarding 2023 Fire Department Org chart**

Chief Ripp explained the hierarchy and the needs of the department. (See attached meeting documents.) There was some discussion regarding the organizational charts and duties. Chief Ripp stated that this will distribute the experience of the employees and volunteers more evenly between the companies within the fire department. He further stated that the org chart is strictly

for rank purposes. There was some discussion regarding a City ordinance that limits the number of Captains and Volunteers the department can have.

Motion to send recommendation to Public Safety for review of the ordinance, Schumacher Jensen, second. Approved 4-0

5. Discussion and possible action regarding Fire Department Assistant Fire Chief position description

Director Gillingham stated that there had never been a position description for this position. She stated that Ripp had used information from other position descriptions from the department and put together this position description. She also stated that there is no pay attached to the position because it is a Volunteer position. After some discussion, it was decided that convince or persuade should first be removed from the position description and then it would be approved.

Motion to approve with change completed, Schumacher, Hundt second. Approved 4-0

6. Discussion and possible action regarding Fire Department Captain description

Director Gillingham stated that this position was much the same language as the Assistant Fire Chiefs. She also stated that there is no pay attached to the position because it is a Volunteer position. There was some discussion regarding the requirements for the position as it pertains to driving fire trucks. Chief Ripp stated that although the department is exempt from its drivers obtaining CDL's (Commercial Driver's License), they **are** required to follow the guidelines for CDL holders. Chair Reeves asked that the same language be removed from this position description as the last.

Motion to approve with the changes above completed, Hundt, Schumacher second, Approved 4-0

6:25 pm: At this point, Vice-Chair Hundt stated he needed to leave for another meeting.

7. Discussion and possible action regarding Public Works Office Manager position description

Director Gillingham stated that Wagner had an offer for another position. She stated that she and Director Hebert had met to discuss what to do and Hebert stated Wagner had pretty much been doing the duties of Office Manager. Mayor Swadley stated that Director Gillingham and he met with the Finance Director for funding. Mayor Swadley also stated the funds were available to fund the raise in pay as well. Director Gillingham stated the only thing left was for the position description to be approved. There was some discussion regarding the duties listed.

Motion to approve, Schumacher, Jensen second. Approved 3-0

8. Discussion and possible action regarding Public Works Athletic Facilities Superintendent position description

Director Gillingham stated that this position had already been approved in the budget. She stated that the position is in charge of the facilities and fields. Parks Supervisor and Director Hebert had identified that there was a need for this position and that they had moved one of their existing employees into the position so it was filled internally. There was some discussion regarding any funds coming in for the use of the baseball diamonds, etc.

Motion to approve, Jensen, Schumacher second. Approved 3-0

9. Future Agenda Items

Additions or changes to future agenda items written in red:

- Leadership Backup Plan
- Accrued Sick Leave for Retiring Employee – Sworn Police and City Staff
- Disciplinary Action & Compensation
- **Uniforms (added)**
- **Updates to Work Rules (added)**

10. Motion to adjourn, Jenson, second Schumacher, Approved 3-0. Meeting adjourned 6:45 pm.

Respectfully submitted 3/7/2023 by HR Generalist Skarda