**PERSONNEL COMMITTEE MEETING MINUTES**
**Monday, March 25, 2024 @ 5:30 pm**
**Ed Malinowski Boardroom**

**Present:** Lisa Reeves (Chair) via Zoom, Brett Schumacher (Vice-Chair), Jonathan Schroerlucke, Mayor Swadley (ex-officio member), Director Gillingham
**Absent & Excused**: Tom Majewski

1. **CALL TO ORDER:**
   Chair Reeves asked that Vice-Chair Schumacher run that meeting because she was not physically attending. Vice-Chair Schumacher called the meeting to order at 5:33 p.m.

2. **Discussion and possible action regarding updated EMS/Fire Chief position description**
   Director Gillingham stated that Chief Ripp would be moved into this position and would be in charge of the supervision of both EMS and Fire. There was some discussion regarding the duties and the wording of the position description. Chair Reeves stated she had some minor wordsmithing edits she thought were appropriate which she would email to the HR Dept. Vice-Chair Schumacher stated there were some non-substantiative changes he thought would be appropriate regarding meeting attendance and a breakdown of duties into categories i.e. administrative duties, actionable duties, etc. There was some discussion and it was agreed that the formatting of the breakdown of duties will be added at a later date, but all wording will be updated before Council approval.
   ***Motion to approve with the changes requested, Schroerlucke, Reeves second. All in Favor 3-0.***

3. **Discussion and possible action regarding updated position descriptions for Deputy Chief-EMS, Deputy Chief/Fire Marshall, AEMT, Operation Support Specialist, and Equipment Support Technician**
   Director Gillingham stated that the duties of the Deputy Chief / Fire Marshall would remain the same. The Deputy Chief/EMS would have some of the same duties as the former Director position had but some of the administrative and operations duties had been removed. The position would report to the EMS/Fire Chief the same as the Deputy Chief / Fire Marshall does. Reeves pointed out that the certification for the position stated basic and asked if it should be advanced. Director Gillingham stated we would change that to advanced. Schumacher asked that the same breakdown be done for this position description as he had described for the last. He also pointed out a typo. Regarding the Operation Support Specialist description, Director Gillingham pointed out that the position would report to the EMS/Fire Chief under this new structure. Reeves and Schumacher had a few wording changes and bullet point addition requests which were noted. There was some discussion and it was agreed that the formatting of the breakdown of duties will be added at a later date, but all wording will be updated before Council approval.
   ***Motion to approve all position descriptions with the changes requested, Schroerlucke, Reeves second. All in Favor 3-0.***

4. **Future Agenda Items**
   Additions or changes to future agenda items written in red:
   - City Attorney Contact Policy
   - Drug/Alcohol Policy Update – Post-accident/incident
   - Drug screens for new employees
   - Leadership Backup Plan Outline
   - Accrued Sick Leave for Retiring Employees – Sworn Police and City Staff
   - Disciplinary Action & Compensation
   - Uniforms Policy
   - Updates to Work Rules

5. ***Motion to adjourn, Schroerlucke, Reeves second. All in Favor 3-0. Meeting adjourned 6:00 pm.***

***Respectfully submitted 04/16/2024 by HR Generalist Skarda***