PERSONNEL COMMITTEE MEETING MINUTES
Thursday, October 1, 2020 @ 6:00 pm
Remote Via GoToMeeting

Present: Lisa Reeves (Chair), Fred Hundt (Vice-Chair), Thomas Majewski, Sid Boersma, Mayor Swadley and Director Gillingham

Also in attendance: Police Chief Greg Leck, Director James Ramsey, Fire Chief Joshua Ripp, Director Cindy McGlynn

1. **CALL TO ORDER:** Chair Reeves called the meeting to order at 6:01 pm.

2. **Communications/Updates**
   Director Gillingham stated that HR is still recruiting for the Journeyman Lineman position. There were no further updates to report since last week's meeting.

3. ****Discussion and possible action regarding 2021 Personnel requests**
   Chair Reeves explained that the Director from each department would take their turn in the order that they had arrived for the meeting. She further stated that the committee would listen to their presentations, ask questions and then move on to the next department.

   a) Police Presentation

   Chief Leck had two requests for the 2021 budget.
   1- Community Service Employee from part-time to full time.
   2- An additional full time sworn Police Officer.

   - *Community Service employee*: This position was originally approved by the Council as a part time position at a higher wage rate($20) as the position was part-time and there would be no benefits. The Council was told the position would not go full time. If there were additional needs, the City would look at adding another part time or limited term employee. Because of the wage, the position would not move to full time. The Chief stated that this position has morphed into a vital role especially with reporting requirements. This position has also put forth a more consistent social media presence for the department. Chief Leck stated that this position is very active in parking enforcement and has expanded into motor vehicle registrations. This is a source of income bringing in $35,000. He stated that he would like to see this position be backup to the Dispatchers, assist the Office Manager, backup for the crossing guards so that the sworn Police Officers are not pulled away from regular duty.
     Alder Majewski stated that the duties that Chief Leck is describing sound like they are out of the scope of the original position description. Director Gillingham stated that this is true as the position description was focused on parking enforcement. She stated that with the addition of the duties described by Chief Leck, the position description would need to be rewritten and re-graded. Boersma asked if the position could go to ¾ time rather than full time. Director Gillingham stated that either way, a new position description would need to be written to reflect the duties and that WRS is available at 1200 hours per year. The cost would be between $24,000 and $65,000 ,with the benefits included, before the

regrade. Majewski stated that the numbers would go up with the regrade. Director Gillingham stated that the position was never intended to have the hours increased. This position was never intended to qualify for benefits. Chair Reeves stated that she remembered Chief Leck presenting this position as a revenue producer last year in order to get more hours for the position. Chair Reeves asked if there was data regarding parking enforcement revenue. Chief Leck stated that in 2019 there was $17,000 - $18,000 more in revenue, but that this year due to COVID and downtown construction those numbers were down. He stated the licensing had really picked up and was bringing in additional revenue.

- *Full Time Sworn Officer Request:* Chief Leck stated that his officers go call to call every day and there is no availability for traffic enforcement. He stated that they generally need to use overtime to cover and there is not much cushion for training, vacation, and comp time. Chief Leck stated they are still uncertain what the Stoughton School Board is going to decide in regards to the School Resource Officer (SRO). The School pays ¾ of the cost of the SRO. Alder Hundt asked Chief Leck if he knew how many hours of overtime were being used. Chief stated he did not have the numbers. Boersma asked if the position could be hired as part time instead of full time. Chief stated there is a hurdle due to the labor agreements that prevent the use of part-timers as primary. He said it is extremely difficult to find a pool of part timers. Majewski asked if, because school is virtual due to COVID, was the department using the SRO to fill in shifts. Chief stated that yes, training is being done in house and they are covering shifts with the SRO for now.

b) Library Presentation

Director Ramsey presented two requests. Both were to increase hours for existing positions.

1- Library Administrative Assistant from 18 to 20 hours per week.
2- Circulation Supervisor from 30 hours to 40 hours per week.

- *Library Administrative Assistant:* (See attached Library Presentation). Director Ramsey asked that this position be moved from 18 hours per week to 20. He stated the compensation and benefits were not commensurate with the skills and responsibilities of the position. He stated that as the position stands, the department would be hard pressed to find someone to replace the person in the position should they decide to leave. Director Ramsey discussed the position responsibilities. Director Ramsey was asked to work with Director Friedl to see if there were any efficiencies that could be gained by eliminated possible duplication of efforts between this position and Finance.

- Library Circulation Supervisor position: Director Ramsey stated that he believes it is the only supervisory position within the City that is not full

time. He stated that circulation is probably the busiest department within the Library. He stated it is the first desk you see when you enter. Director Ramsey stated that the person in this position is barely able to keep their head above water at 30 hours per week. Sometimes this affects the patrons when they are trying to return a damaged item as the Circulation Supervisor is the one that makes the decisions for damaged items. Alder Reeves asked if there were backup for this position when they are not there. Director Ramsey stated that while others can make some decisions, sometimes the patron has to return when the Circulation Supervisor is there. We would like to see a more consistent presence who is able to assist our patrons right away. Director Ramsey stated that the cost would be less than stated, as the person in the position would not be taking benefits. There was some discussion regarding accounting tasks that the position was doing that could be done by the Finance Department. Hundt asked what would be needed to make the position competitive. Director Ramsey stated it should eligible for time off, vacation and sick time. It should be eligible for all benefits.

c) Fire Presentation

Fire Chief Ripp presented a request for additional hours moving the Fire Technician position from 30 hours per week to 40 hours per week.

- Chief Ripp requested to move the Fire Technician from 30 hours to 40 hours per week. (See attached Fire Presentation). Chief Ripp stated the position has two components – emergency response and day-to-day operations. He stated that at 30 hours per week there are risks involved including the department being able to get out of the door fast and the ability to fight interior fires. Another concern was reporting. If it is not done in a timely manner, it puts the City at risk for losing the departments 2% dues funding. He stated the rigs might not be checked regularly, equipment may not be fixed in a timely manner and duties are often pushed to the Chief and Deputy Chief, which affects the responsibilities of those positions. Reeves asked about the 2% dues. Chief Ripp explained the 2% dues were 2% of the dues that the Fire Department pays to the State, which is paid back to the City with a formula that they designed. Director Gillingham asked what other communities staffing looks like. Chief Ripp stated the structures varied and gave examples. Very few of his examples did not have full time firefighters on staff. Boersma asked if the Fire fighters were required to hold CDL's. Ripp replied that the Fire Dept. is exempt from CDL requirements.

4. **Discussion and possible action regarding the Personnel Committee recommendations for additional headcount or hours for the 2021 Budget

Motion to move into closed session Boersma, second Hundt, Approved 4-0. Reeves read State Statute 19.85(1)(c) moving the meeting to closed session at 7:30 pm.

Motion to move into open session Reeves, second Hundt, Approved 4-0. Moved into open session 7:56 pm.

Majewski motion to approve the Public Works request of one additional full time Machine Operator to start possibly in January of 2021, Hundt second, Approved 4-0
Reeves motion that no presentations be made at the Committee of the Whole next week, Boersma second, Approved 4-0

5. **<u>Future Agenda Items</u>**

- Parks & Recreation Structure
- Work Rules – New Format

6. ***Motion to adjourn Boersma, second Hundt, Approved 4-0. Meeting adjourned 8:06pm.***

STOUGHTON
PUBLIC LIBRARY
The heart of our community.

2021 Personnel Requests

Library Administrative Assitant

Increase from 18 hours/week to 20 hours/week

- Growth in duties and skills since 2013
  - Development of sophisticated bookkeeping procedures
  - Donor management and tracking gifts
  - Continuing Education credits
  - Marketing and public relations functions essential post-pandemic

Library Administrative Assitant

Increase from 18 hours/week to 20 hours/week

- Compensation and benefits incommensurate with skills & responsibilities
  - Classified as 551 – Library w/o benefits, same as shelvers
  - Not a competitive offer to attract quality candidates

Library Circulation Supervisor

Increase from 30 hours/week to 40 hours/week

- Only member of Library Management Team that is not FT
- Oversees largest department in terms of staff scheduled and supervised (about 12)
- Busiest department and first point of contact for patrons
- Operational changes related to the pandemic—extended quarantine for incoming items, expanded, on-demand curbside delivery—have further stretched the department and forced us to shorten our hours of operation and delay delivery of materials to other libraries

Library Circulation Supervisor

Increase from 30 hours/week to 40 hours/week

- Importance of consistent presence in the department: training, scheduling, supervision, and making decisions that impact patron experience

- Our Library is an outlier: Nearly every library our size in WI has a FT Circulation Supervisor

Library Circulation Supervisor

Increase from 30 hours/week to 40 hours/week

Library	System	City	2018 city pop.	Total Annual Circ	Title
Cudahy Family Library	Milwaukee County Federated Library System	Cudahy	18,208	269,545	FT Circulation Services Supervisor
DeForest Area Public Library	South Central Library System	DeForest	10,221	266,267	FT Circulation Services
Waunakee Public Library	South Central Library System	Waunakee	13,675	263,381	FT - Circulation Manager
Matheson Memorial Library	Lakeshores Library System	Elkhorn	9,973	262,651	FT - Paraprofessional Specialist - Circulation
Baraboo Public Library	South Central Library System	Baraboo	12,017	259,563	FT - Circulation Supervisor
Superior Public Library	Northern Waters Library Service	Superior	27,257	256,594	FT - Manager Circulation Services
Stoughton Public Library	South Central Library System	Stoughton	12,854	249,404	PT (30 hrs/week) Circulation Supervisor
Waupaca Area Public Library	Outagamie Waupaca Library System	Waupaca	6,065	247,086	FT - Circulation Manager/ILL Librarian
Reedsburg Public Library	South Central Library System	Reedsburg	9,475	246,793	FT - Circulation Supervisor
Carleton A. Friday Memorial Library	IFLS Library System	New Richmond	9,070	227,271	FT-Circulation Coordinator
Mount Horeb Public Library	South Central Library System	Mount Horeb	7,240	219,634	FT - Circulation Supervisor
Dwight Foster Public Library	Bridges Library System	Fort Atkinson	12,390	213,998	FT – Paraprofessional Staff
Cedarburg Public Library	Monarch Library System	Cedarburg	11,628	211,369	FT - Circulation Supervisor

Library Circulation Supervisor

Increase from 30 hours/week to 40 hours/week

Library	System	City	2018 City pop.	Total Annual Circ	Title
Hartland Public Library	Bridges Library System	Hartland	9,293	209,081	FT - Head of Circulation
E.D. Locke Public Library	South Central Library System	McFarland	8,527	207,657	FT - Circulation Supervisor
Community Library	Kenosha County Library System	Salem	26,772	203,981	FT - Circulation Supervisor
Monroe Public Library	South Central Library System	Monroe	15,758	194,312	FT - Circulation Coordinator
Burlington Public Library	Lakeshores Library System	Burlington	10,859	193,367	FT - Head of Circulation & Support Svcs
Waterford Public Library	Lakeshores Library System	Waterford	5,503	187,603	FT - Circulation Supervisor
T.B. Scott Free Library	Wisconsin Valley Library Service	Merrill	9,646	184,716	FT - Head of Circulation/Computer Coordinator
Brown Deer Public Library	Milwaukee County Federated Library System	Brown Deer	12,346	175,700	FT - Circulation Supervisor
Portage Public Library	South Central Library System	Portage	10,211	166,757	FT - Circulation Supervisor
Lester Public Library	Manitowoc-Calumet Library System	Two Rivers	11,457	155,110	FT - Customer Service Coordinator
Lake Geneva Public Library	Lakeshores Library System	Lake Geneva	7,893	154,749	FT - Circulation Services Manager
Altoona Public Library	IFLS Library System	Altoona	7,682	147,958	FT - Circulation Manager

Stoughton Fire Department

2021 Request to increase the Fire Technician to a full time status

- Position is a 30 hr/week position now
- Work week is Mon, Tues, Thurs and Friday typically (occasional adjustments made for SFD needs).
- Would increase the schedule to include Wednesday daytimes
- Would give greater flexibility for position to attend fire meetings (Monday nights) and not significantly impact daytime responses

Stoughton Fire Department

The Stoughton Fire Department has a limited daytime response, similar to most fire departments that rely on volunteer responses. We currently have:

2 – Daytime Chief Officers, able to wear air packs
1 – Fire Technician, able to wear packs
3 – Retired Chief officers, not able to wear air packs, but can drive and fill command positions.
2 – Known volunteer FF's who are around many days, one is experienced, one is newer.

Stoughton Fire Department

<u>This position has two components:</u>

Emergency Response

Day to Day operations

Stoughton Fire Department

Emergency Response

The Fire Tech can be assigned any of the following

- Interior Firefighter
- Pump Operator
- Extrication
- Search and Rescue
- Ventilation

Stoughton Fire Department

Day to Day Operations

The Fire Tech performs the following day to day operations

- Entering fire reports into our software
- Ensuring reports are transmitted to National Fire Incident Reporting System (NFIRS). Our participation is required as part of Wisconsin's 2% Dues requirements
- Equipment checks on our apparatus (goal is to be performed weekly) to ensure readiness for responses.
- Minor Maintenance around the station, and on fire equipment, as necessary
- Recently, leading the charge to decontaminate the station for COVID-19 concerns
- Other duties as assigned by the Chief

Stoughton Fire Department

RISKS

If this position isn’t upgraded to 40 hours per week, the following are risks (split into Emergency Response and Day to Day Operations) that need to be considered.

Stoughton Fire Department

Emergency Response - Risks

- First and foremost, being short the position prevents us from getting out the door quickly. When we are at staff, in quarters, we can roll an engine within a couple minutes. When we are short, we have to wait for other members to respond in, delaying the first in vehicle from getting on location.

- We are also short personnel that are able to be interior firefighters. This prevents us from entering buildings when air packs are required. We need to have two people in side the building, and two personnel outside the building, qualified to don an air pack, and rescue the first two, if necessary.

Stoughton Fire Department

Day to Day Operations - Risks

- Reports aren't entered, and sent into NFIRS, risking our 2% dues funding for the City and townships.
- Rigs aren't checked regularly, and an issue that isn't found with a truck or equipment finds its way to one of our incidents, and impacts our response. This causes at minimum an inconvenience, and at most and injury or death to a firefighter or victim.
- Equipment doesn't get fixed in a timely manner, impacting our ability to respond
- Duties get pushed to the Chief and Deputy Chief, which impacts the responsibilities of those positions. Duties would be prioritized and other things may not get done in a timely manner.