



**Minutes**  
**Committee #2**  
**Labor Negotiations, Personnel, Policy & Administration**  
**March 16, 2015**

**Committee #2 met on Monday, March 16, 2015 at 4:45 PM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.**

Council/Committee Members present: Amy Mason, Chuck Hull, George Adrian.  
Others present: Finance Manager/Treasurer Lynne Bauer, Attorney Steve Weld, Police Chief Wendy Stelter, Lieutenants Matt Kelm and Brian Micolichuk, Fire Chief Mike Hepfler and Battalion Chief John Bowe.

Call to Order: 4:45 PM

1. **Open Session**

2. **Closed Session**

**Motion by Adrian/Hull** to go into closed session under § 19.85(1)(f), Wis. Stats., considering medical history of specific persons and preliminary consideration of specific personnel problems which, if discussed in public, would likely have a substantial adverse effect upon the reputation of any person referred to in such histories or involved in such problems or investigations; and to include Committee Members; Finance Manager/Treasurer; City Labor Attorney; Police Department Management Personnel; and may reconvene in open session to take action, if any and if appropriate, regarding items discussed in closed session.

**Roll call vote: Adrian - Aye; Hull - Aye; Mason - Aye. Motion carried.**

The Committee discussed the above matter.

**Motion by Adrian/Hull** to return to open session. **All present voted aye. Motion carried.**

*5:30 PM There was a motion by Mason/Adrian to take a short recess. All present voted aye. Motion carried.*

*5:46 PM The Committee reconvened to address the remaining agenda items.*

3. **Discuss appropriate placement of Fire Department Management Staff on the City's Administrative Pay Grid. Possible recommendation to the Council.**

Finance Manager/Treasurer Bauer presented information regarding the Fire Department's request to discuss appropriate placement on the Administrative Pay Grid. Prior to 2013, the Battalion Chiefs (BCs) were at Grade 13 with progression from "Hire" rates to "Maximum" rates. In 2013 in an effort to preserve the current organizational structure, Chief Larson proposed having only 2 pay steps for the BCs - a "Hire" rate and a "Step 1" rate. In addition, a BC position was eliminated in 2007 due to a retirement with the additional duties being absorbed by the Chief and remaining BCs. After eliminating positions in the Utility Department (Director); Street Department (Asst. Street Manager); and Police Departments (Capt. and Lieutenant); funds were



redirected to the remaining employees asked to absorb the extra duties. That did not happen with the Fire Department position elimination. Concerns were discussed about future modifications to the organizational structure and according to Chief Hepfler there were no immediate plans for revising the current structure. Funding for the rate changes will come from the pay difference between the former chief and the current chief. Council Member Adrian inquired about completing a pay study. There were concerns about the cost of the study as well as the cost of the implementation of the recommendations.

**Motion by Mason/Adrian** to recommend the Council approve the placement of Battalion Chiefs Bowe and Douglas at Grade 15 Midpoint effective with their 2015 anniversary dates. **Roll Call Vote: Mason - Aye; Adrian - Aye; Hull - Aye. Motion carried.**

**Motion by Mason/Adrian** to recommend the Council approve the placement of Fire Chief Mike Hepfler at 18 Midpoint effective with his 2015 anniversary date with advancement to 18E after one year. **Roll Call Vote: Mason - Aye; Adrian - Aye; Hull - Aye. Motion carried.**

4. **Review draft employee handbook. Possible recommendation to the Council.**  
Finance Manager/Treasurer Bauer presented an updated draft of the employee handbook. The Handbook Committee (Lynne Bauer, Rick Rubenzer, Dick Hebert and Bridget Givens) has met during the past few months to review and address language changes, proposed policies and concerns from the last meeting. Draft Compensatory Time and Temporary Work Assignment policies were reviewed. The Committee will meet again on March 30 to address the final draft with hopes of recommending approval to the Council. All agreed the handbook will be reviewed and updated as needed.

**No action taken.**

5. **Adjournment**  
**Motion by Adrian/Hull** to adjourn at 7:20 PM. **All present voted aye. Motion carried.**

**Minutes submitted by,  
Amy Mason, Chair**





**Minutes**  
**Committee #2**  
**Labor Negotiations, Personnel, Policy & Administration**  
**April 15, 2013**

**Committee #2 met on Monday, April 15, 2013 at 8:00 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.**

Council/Committee Members present: CW King, Bill Hicks, Jane Lardahl, George Adrian.  
Others present: Finance Manager/Treasurer Lynne Bauer, City Clerk Bridget Givens, City Engineer/Public Works Director/Utilities Manager Rick Rubenzer, Street & Utility Maintenance Manager Rick Ruf, Police Chief Wendy Stelter.

Call to Order: 8:00 AM

Items of business to be discussed or acted upon at this meeting are shown on the attached agenda below:

**1. Open Session**

*(It was agreed upon by the Committee members they will combine Items 5 and 6 when they go into closed session. Any action taken will be reported in open session after Item 6.)*

**2. Discuss and clarify Fire Department Battalion Chief pay issues. Possible recommendations to the Council.**

Finance Mgr Bauer requested a clarification regarding battalion chief pay. On November 5, 2012 the Council approved the Fire Department restructuring plan and pay for battalion chiefs (see attached). The pay grid created included a starting pay of \$58,531 and an increase to \$59,994 one year later. The proposal also included language that the next battalion chief would receive 2.5% less than the top pay or \$58,494.15. This creates a third grid amount. Based on the intent of the proposal, Bauer is requesting that there be only two pay grids - \$58,531 and \$59,994. In addition, the proposal did not specify if the battalion chiefs would receive raises based on management or union status. Because the battalion chief position is not represented, the more appropriate increase would be equal to what other management personnel receive.

**Motion by King/Hicks** to recommend the pay grids for battalion chiefs be established at \$58,531 and \$59,994 with battalion chiefs receiving any raises granted to non-represented management personnel.  
**All present voted aye, motion carried.**

**3. Discuss City cell phone issues and policy. Possible recommendations to the Council.**

The Committee reviewed the proposed cell phone policy. The cell phone policy states a department head may determine if an employee needs a cell phone to perform their job duties. The employee has a choice to use their personal cell phone and receive a stipend or carry a city phone strictly to be used for city business.

**Motion by Hicks/King** to recommend the Council approve the attached Cellular Telephone Policy. **All present voted aye, motion carried.**

**4. Discuss request to fill vacant Street Department Heavy Equipment Operator Position. Possible recommendations to the Council.**

Public Works Director Rick Rubenzer and Street & Maintenance Manager Rick Ruf requested permission to fill the vacant Street Department Heavy Equipment Operator Position. This position has been vacant since the summer of 2012 and the monies are included in the 2013 budget.

**Motion by King/Hicks** to recommend the Council approve filling the vacant Street Department Heavy Equipment Operator. **All present voted aye, motion carried.**

**5 and 6: Closed Sessions**

**Motion by King/Hicks** to go into closed session under Sec. 19.85 (1) (c), Wis. Stats. for "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility" to:

a) Consider vacation benefits for new hire Matthew Decur, Asst City Engineer; and closed session under WI Statutes 19.85(1)(e) "conducting public business with competitive or bargaining implications" to: a) Discuss labor negotiation issues and strategy; b) review terms of tentative agreement between the City of Chippewa Falls and Local 1241 AFSCME Chippewa Falls City Employees and Chippewa Falls Parks, Recreation and Forestry Department Employees; and c) review terms of tentative agreement between City of Chippewa Falls and Chippewa Falls Professional Police Association; and to include Council Members, Finance Manager, and Police Chief Stelter; may return to open session.

**Roll Call Vote: King – Aye; Hicks – Aye; Motion carried.**

The Committee discussed the above items.

**Motion by King/Hicks** to return to open session. **Motion carried.**

**Chair CW King** reported there was a recommendation made to the Council in closed session to give Assistant City Engineer Matthew Decur five (5) days of vacation upon his hire date.

**There were no other recommendations made in closed session.**

**7. Discuss pay and benefits for management personnel. Possible recommendations to the Council.**

The Committee discussed a possible pay increase for non-represented management personnel. Finance Mgr. Bauer also requested clarification of the sick leave annual incentive payout that was eliminated in 2012 for AFSCME General and Parks & Recreation employees. It was noted that this will be eliminated for management personnel for 2013.

**Motion by Hicks/King** to recommend a 1% pay increase for non-represented management personnel retroactive to January 1, 2013. **All present voted aye, motion carried.**

**Motion by Hull/Hicks** to return to open session. **All present voted aye. Motion carried.**

**8. Adjournment.**

**Motion by Hicks/King** to adjourn at 9:49 AM. **All present voted aye. Motion carried.**

**Minutes submitted by,  
CW King, Chair**



*Chippewa Falls Fire and Emergency  
Services Department*

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## REPORT

**TO:** MAYOR GREG HOFFMAN  
CHIPPEWA FALLS CITY COUNCIL MEMBERS  
FINANCE MANAGER/TREASURER LYNNE BAUER

**FROM:** CHIPPEWA FALLS FIRE CHIEF TOM LARSON  
LIEUTENANT MICHAEL HEPFLER

**DATE:** OCTOBER 25, 2012

**RE:** FIRE DEPARTMENT STRUCTURE & PROMOTIONS

We present the following information regarding the Fire Department's structure and promotions from within the ranks.

**Chain of Command:** *the system by which authority passes down from the top through a series of ranks in which each person is accountable to a superior officer*

In carrying out day to day operations along with responding to emergency call, both the firefighters and the officers, must work as a closely bonded team to execute complex tasks under stressful, difficult, and very dangerous conditions. Success in training and experience requires a common background, including three critical components:

1. A system of rank reflecting a person's responsibilities and experience
2. An organizational structure in which personnel know their responsibilities
3. Customs and traditions that serve to bond fire fighting professionals together

**Bases of Rank within the Chain of Command:** At least one officer needs to be on-duty 24/7. To accomplish this and allowing for vacations, each shift needs a senior officer and a junior officer.

1. Current system of senior officer of Battalion Chief/Fire Chief and junior officer of Lieutenant works extremely well.
2. Increased use of mutual aid (both given and received) and the expansion of state-wide MABAS (Mutual Aid Box Alarm System) warrant Chief Officers of the department.
  - ◆ Increased job responsibilities, training levels and duties (both city and county-wide)
  - ◆ Importance of officer respect level on a county-wide and regional level.
3. Safety of personnel and the public we serve, along with increased liability issues, greatly warrants Chief officers of the department.

## Cost Saving Measures to the City of Chippewa Falls:

- A. Battalion Chief Joe See retired August 6, 2012. Department promotions have been frozen since and his Battalion Chief rank position has been left open for ten weeks and counting. (Estimated savings of \$8,000 and counting).
- B. Fire Chief Thomas Larson continues to serve a dual role position since January 2007 as Fire Chief of the Department and also Senior Officer (Battalion Chief) of "B" Shift. (Estimated savings of \$130,000 annually).
- C. New officially assigned duties and responsibilities for each of the senior officers:  
Well defined, task oriented, and very efficient multi-tasking use of personnel
- **"A" Shift – (Battalion Chief Taylor)**
    - In charge of Hazardous Materials Response & Special Rescue
  - **"B" Shift - (Fire Chief Larson)**
    - In charge of Operations, Budget & Safety
  - **"C" Shift – (Battalion Chief Hepfler)**
    - in charge of Emergency Medical Services (EMS) & Fire Training
- (Savings of not creating an Assistance Chief position nor creating any Deputy Chief positions).

- D. Remove the Battalion Chief position from the City of Chippewa Falls Pay Schedule A2 Non-union Salary Structure (Matrix).
- \* ✓ Currently at Grade 13 with ten pay grades from \$46,591 start to \$69,887 maximum. Remove from the Matrix and change to two pay grade; \$58,531 start to \$59,994 one year later. \$ 58,494.15 (36.85)
  - \* ✓ The next Battalion Chief promotion (following this one) would start at 2.5% less than the top annual salary and be subject to the same increase after one year.
  - \* ✓ Future pay increases equal to any increases granted to Union 1816 firefighters or any increases granted to non-union salary personnel

- E. Change Battalion Chiefs overtime pay for school training hours and meetings from monetary pay to compensatory time.
- ✓ Cap at 96 hours maximum per year
  - ✓ Allow 48 hours to be carried over into the following year.
  - ✓ Estimated cost savings of \$25,000 per year

- F. Additionally several cost savings proposals are in current negotiations/discussions with Union Local 1816 for a new 2013 labor contract

1.00% increase

**SCHEDULE A2**  
**2015 Non-Union Salary Structure Effective 1/1/15**

<u>Position</u>	<u>Grade</u>	
Confidential Secretary	3	
Executive Secretary	4	
Recreation Supervisor	4	
Parks & Rec Working Foreman	10	
City Clerk	11	
Senior Engineering Technician	13	
Fire Battalion Chief	13*	
Civil Engineer	13	Vacant
Utility Office Supervisor	13	
City Inspection & Zoning Administrator	14	
Library Director	14	
City Assessor	14	Contracted
Patrol Police Sergeant	14	
Patrol Police Lieutenant	15	
Assistant City Engineer	15	
Water Supervisor	15	
Wastewater Supervisor	15	
Street & Water Maintenance Manager	15	
Director of Parks, Rec & Forestry	15	
Police Captain	16	Vacant 12/19/12
City Planner	16	
Fire Chief	17	
Finance Mgr/Treasurer	18	
Police Chief	18	
Director of Public Works/Manager of Public Utilit	18	

**Salary Range**

Grade	Hire	A	B	C	D	Mid Point	E	F	G	Maximum
1	28,317.71	29,733.59	31,149.48	32,565.37	33,981.25	35,397.14	37,166.99	38,936.85	40,706.71	42,476.56
2	29,450.43	30,922.95	32,395.47	33,867.99	35,340.52	36,813.04	38,653.69	40,494.34	42,334.99	44,175.65
3	30,628.44	32,159.86	33,691.28	35,222.71	36,754.13	38,285.55	40,199.83	42,114.10	44,028.38	45,942.66
4	31,853.59	33,446.26	35,038.94	36,631.62	38,224.30	39,816.98	41,807.83	43,798.68	45,789.53	47,780.38
5	33,127.71	34,784.09	36,440.48	38,096.86	39,753.25	41,409.63	43,480.12	45,550.60	47,621.08	49,691.56
6	34,452.82	36,175.46	37,898.10	39,620.74	41,343.38	43,066.03	45,219.33	47,372.63	49,525.93	51,679.23
7	35,830.92	37,622.47	39,414.01	41,205.56	42,997.11	44,788.65	47,028.09	49,267.52	51,506.95	53,746.38
8	37,264.16	39,127.37	40,990.58	42,853.79	44,716.99	46,580.20	48,909.21	51,238.22	53,567.23	55,896.24
9	38,754.73	40,692.47	42,630.21	44,567.94	46,505.68	48,443.42	50,865.59	53,287.76	55,709.93	58,132.10
10	40,304.90	42,320.14	44,335.39	46,350.63	48,365.88	50,381.12	52,900.18	55,419.23	57,938.29	60,467.35
11	42,723.20	44,859.36	46,995.52	49,131.68	51,267.84	53,404.00	56,074.20	58,744.40	61,414.60	64,084.79
12	45,286.60	47,550.93	49,815.26	52,079.59	54,343.92	56,608.25	59,438.66	62,269.08	65,099.49	67,929.90
13	48,003.78	50,403.97	52,804.15	55,204.34	57,604.53	60,004.72	63,004.96	66,005.19	69,005.43	72,005.66
14	50,884.00	53,428.20	55,972.40	58,516.60	61,060.80	63,605.00	66,785.25	69,965.50	73,145.75	76,326.00
15	53,937.03	56,633.88	59,330.73	62,027.59	64,724.44	67,421.29	70,792.35	74,163.42	77,534.48	80,905.55
16	57,173.26	60,031.92	62,890.58	65,749.25	68,607.91	71,466.57	75,039.90	78,613.23	82,186.56	85,759.89
17	60,603.67	63,633.86	66,664.04	69,694.22	72,724.41	75,754.59	79,542.32	83,330.05	87,117.78	90,905.51
18	64,239.88	67,451.88	70,663.87	73,875.86	77,087.86	80,299.85	84,314.85	88,329.84	92,344.83	96,359.82

13*	Fire Battalion Chief Pay Scale
	Hire                      Step 1
	\$60,304.73      61,811.88

