



Minutes
Committee #2
Labor Negotiations, Personnel, Policy & Administration
September 3, 2013

Committee #2 met on Tuesday, September 3, 2013 at 5:15 PM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Council/Committee Members present: Bill Hicks, Amy Mason, George Adrian, Jane Lardahl, Mayor Hoffman.

Others present: Finance Manager/Treasurer Lynne Bauer, City Clerk Bridget Givens, Fire Chief Tom Larson.

Call to Order: 5:15 PM

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

- 1. Discuss request of Fire Chief Tom Larson to hire an entry level Firefighter / Paramedic due to a resignation. Possible recommendation to the Council.**

The Committee discussed hiring a new firefighter to replace a vacancy due to a resignation.

Motion by Mason/Hicks to recommend the Council approve the hiring of an entry level Firefighter/Paramedic. **All present voted aye. Motion carried.**

- 2. Discuss promotions in the Police Department and appropriate pay grid placement. Possible recommendation to the Council.**

Finance Manager/Treasurer Bauer presented minutes from the December 18, 2012 Committee #2 meeting that addressed the promotion of sergeants and where they would be placed on the grid if promoted to a lieutenant. Therefore, no Committee action was necessary on this item.

No action taken.

- 3. Adjournment.**
Motion by Mason/Hicks to adjourn at 5:25 PM. **All present voted aye. Motion carried.**

Minutes submitted by,
Bill Hicks, Chair



*Chippewa Falls Fire and Emergency
Services Department*

211 Bay Street, Chippewa Falls, WI 54729
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CHIPPEWA FALLS MAYOR GREG HOFFMAN
30 WEST CENTRAL STREET
CHIPPEWA FALLS, WI 54729

August 23, 2013

Dear Mayor Hoffman,

Recruit Firefighter/Paramedic Ryan Begley resigned this week from the department effective immediately.

With this news, I am now asking for your permission as Mayor to replace an open entry level Firefighter/Paramedic position within the Chippewa Falls Fire & Emergency Services Department. This is a budgeted position within the 2013 Chippewa Falls City budget.

The City of Chippewa Falls uses the Northern Wisconsin Regional Firefighter CPAT (Candidate Physical Ability Test) process that we share with twelve other Northern Wisconsin Fire Departments. It is administered yearly by the Chippewa Valley Technical College in Eau Claire. We do have a new current list (established April 29th) of eligible Firefighter/Paramedic candidates. With your permission to proceed, as well as Committee #2, and the full City Council, we would then like to move forward with the hiring process with the Chippewa Falls Police & Fire Commission.

Thank you for your help in this very important matter.

Sincerely,

Thomas K. Larson

Thomas K. Larson, Fire Chief
Chippewa Falls Fire & Emergency Services
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8/26/13



Minutes
Committee #2
Labor Negotiations, Personnel, Policy & Administration
December 18, 2012

Committee #2 met on Tuesday, December 18, 2012 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, Chuck Hull, Jane Lardahl, George Adrian.
Others present: Finance Manager/Treasurer Lynne Bauer, Fire Chief Tom Larson, Fire Lt. Chuck Goettl, Police Chief Wendy Stelter, Parks & Recreation Director Dick Hebert, Recreation Supervisor Megan Robarge, Parks & Recreation Employees: Kevin Sweeney and Reid Dachenbach, Raymond Ross.

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. **Discuss request of Fire Chief Larson to fill Battalion Chief Position vacancy due to upcoming retirement. Possible recommendations to the Council.**

Motion by Hicks/Hull to table this item. All present voting aye. Motion carried.

2. **Discuss vacancies in the Parks & Recreation Department due to retirements; review those job descriptions and make recommendations on filling those positions.**

Director Dick Hebert stated the Park Foreman retired and he is requesting permission to fill this position. The Park Board has discussed this and recommended the position be a non-union position with supervisory responsibilities. Dick indicated there are issues whether or not current staff would take the position if it was non-union and salaried due to the number of hours involved. Dick indicated he would prefer to fill the position without any changes. Because that differs from the Park Board recommendation the Committee suggested Dick return to the Park Board for further discussion.

Motion by Hicks/Hull to table this item. All present voted aye. Motion carried.

3. **Discuss promotions in the Police Department and appropriate pay grid placement. Possible recommendations to the Council.**

Chief Stelter stated she is ready to promote one of her sergeants and needs to place them on the Management Pay Scale. In comparing the current sergeant pay with Grade 14 (Lieutenant Position) of the management grid there is a difference in pay for Step C is approximately \$1,600. Given the added responsibilities due to possible restructuring, she

would like to place them at Step D instead. (Normal procedure is to place employees on the next step that gives them a pay raise.) It was noted the sergeant promoted in 2008 was placed at Step C in September and then moved to Step D on January 1, 2009. It was mentioned the Council is discussing a possible reclassification study and how that might affect pay for this and other positions.

Motion by Hicks/Hull to place the sergeant promotions at Grade 14, Step D. All present voted aye except King who voted nay. Motion carried.

4. **Discuss vacation time for Street Superintendent. Possible recommendations to the Council.**

Finance Manager Bauer is requesting five days of vacation for the new Street & Utility Maintenance Manager who was hired in September. Currently management personnel do not receive vacation until their one year anniversary. That practice has changed to allow the Finance Manager to make a request to this Committee for vacation days prior to their one year anniversary. A similar request has been granted for other management staff including the Police Chief, City Clerk and Library Director.

Motion by Hicks/Hull to grant the Street & Utility Maintenance Manager five days of vacation effective as of his hire date. All present voted aye. Motion granted.

5. **Adjournment.**

Motion by Hull/Hicks to adjourn at 8:44 AM. All present voted aye. Motion carried.

Minutes submitted by,
CW King, Chair