



Minutes
Committee #2
Labor Negotiations, Personnel, Policy & Administration
November 19, 2019

Committee #2 met on Tuesday, November 19, 2019 at 8:00 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Committee Members present: CW King, Chuck Hull, John Monarski
Mayor/Other Council Members present: Rob Kiefer and Paul Nadreau
Others present: Finance Manager/Treasurer Lynne Bauer, Police Chief Matt Kelm, Fire Chief Lee Douglas, Street and Utility Maintenance Manager Rick Ruf, and City Clerk Bridget Givens.

Call to Order: 8:00 am

1. Discuss vacation time request for Police Department Records Clerk. Possible recommendations to the Council.

Committee #1 reviewed the personnel request and recommended it be referred to Committee #2 for discussion. As the Records Clerk will be moving to the highest pay rate in 2020, it was thought the only item to discuss would be additional vacation time. This would normally be addressed during the hiring process, and there was concern of setting a precedent.

Motion by Hull/Monarski to recommend Council deny the additional vacation time request for the Police Department Records Clerk. **All present voting aye, motion carried.**

2. Discuss request for additional hours for the Fire Department Office Assistant. Possible recommendations to the Council.

Chief Douglas indicated that more responsibilities have been added for the Fire Department Office Assistant and as such, he is requesting an additional five hours per week, taking the position to 32.5 hours. Discussion ensued relative to extra revenues that have been received that may help offset the increase. Bauer indicated that funding would come from omitted budget funds.

Motion by Hull/Monarski to recommend Council approve the request for five additional hours per week for the Fire Department Office Assistant. **All present voting aye, motion carried.**

3. Discuss other 2020 personnel related requests. Possible recommendations to the Council.

Bauer reviewed the 2020 Personnel Requests and Adjustments spreadsheet indicating that a majority of the requests came from the Committee of the Whole planning session.

Chief Kelm shared that he spoke with the School District and they would be open to discussing the cost sharing for the High School SRO during their 2021 budget cycle. Savings realized from making the High School SRO a 75/25 split would offset the request for a Middle School SRO.

No action taken.

4. Closed Session

Motion by Monarski/Hull to go into Closed Session under Wis. Stats. Sec. 19.85(1)(e) for "deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting public business with competitive or bargaining implications" to:

- a. Discuss labor negotiation issues and strategies;**
- b. Negotiations with Chippewa Falls Professional Police Association related to a new contract; and to include Committee/Council Members, Mayor, Bauer, Kelm, and Givens; may return to Open Session.**

Roll Call Vote: Aye – Monarski, Hull, King. Motion carried.

The Committee discussed Items (a) and (b) above.

Motion by Monarski/Hull to return to Open Session. All present voting aye, motion carried.

Motion by Monarski/Hull to recommend Council approve the contract as negotiated with the Chippewa Falls Professional Police Association. All present voting aye, motion carried.

5. Adjournment

Motion by Monarski/Hull to adjourn at 8:41 am. All present voting aye, motion carried.

**Minutes submitted by,
Lynne Bauer
Finance Manager/Treasurer**

PERSONNEL REQUEST

<u>POLICE DEPARTMENT</u> Requesting Department	<u>RECORD CLERK</u> Job Title	<u>N/A</u> % of FTE (Note: if LTE or Seasonal)
<u>N/A - Current position</u> Date Position Begins	<u>N/A</u> Union or Managerial Grade/Step	<u>Hourly Rate</u> Hourly Rate

THIS A REQUEST TO ADJUST RECORDS CLERK APRIL HOLTY'S HOURLY RATE AND VACATION TIME TO CREDIT HER FOR HER PREVIOUS 6 YEARS AND 5 MONTHS OF SERVICE TO THE CITY OF CHIPPEWA FALLS.

Justification for this request:

April Holty worked for the City of Chippewa Falls during these periods:

- > 2 Years 2 Months - Dispatcher; Started 5/12/03, resigned 7/18/05
- > 4 Years 3 Months - Dispatcher; Rehired 1/20/09, (Resigned due to Joint Dispatch) 4/12/13
- > Currently Employed as Records Clerk: Rehired 5/23/16

April Holty has been a good employee for the City of Chippewa Falls during each period of employment here. Giving credit for this time is a good practice to retain valuable employees.

How will the position be funded?

PD Wages and Benefits

Additional Information Regarding this Request:

None

Recommendation (Administration/Mayor)

LEAVES - VACATION

POLICY: To provide eligible employees with paid vacation time while meeting the operational needs of the City.

Eligibility: Full-time employees shall be eligible for annual paid vacation as follows:

<u>Years of Service</u>	<u>Number of Days</u>
During Year 1	Max. 5 days (pro-rated from start date/accrued per pay period)
After 1 year	Five (5) Days
After 2 years	Ten (10) Days
After 6 years	Fifteen (15) Days
After 7 years	Sixteen (16) Days
After 9 years	Seventeen (17) Days
After 11 years	Eighteen (18) Days
After 13 years	Nineteen (19) Days
After 14 years	Twenty (20) Days
After 15 years	Twenty-one (21) Days
After 17 years	Twenty-two (22) Days
After 19 years	Twenty-three (23) Days
After 22 years	Twenty-four (24) Days
After 25 years	Twenty-five (25) Days

Part-time employees, working at least 1200 hours per year, shall receive pro-rated vacation. All vacation shall be paid at the rate and classification the employee carries at the time vacation is taken.

Approval: Use of vacation time requires the prior approval of the employee's supervisor.

Accrual: Each employee may carryover a maximum of seven (7) days of vacation into their "new anniversary year". Any requests for exceptions to this policy must be submitted in writing to the Department Head who will then convey such request to the Finance & Administration Department for approval.

New Hires: Department Heads may submit a request to the Finance Manager/Treasurer that a prospective applicant be granted a one-time beginning balance of vacation days for length of service for employment experience that is directly related to the position. The request must be in writing before the applicant is hired and shall be based on the Department Head's assessment of the candidate's qualifications beyond the minimum requirements, recruitment considerations, or service accrual provided by the previous employer. The Finance Manager/Treasurer will make a recommendation to Committee #2.

NEW PERSONNEL REQUEST FORM

<u>FIRE</u>	<u>Office Administrative Assistant</u>	<u>NA</u>	
Requesting Department	Job Title	% of FTE (Note: if LTE or Seasonal)	
<u>January 1, 2020</u>	<u>NA</u>	<u>Grade/Step</u>	<u>\$18.98</u>
Date Position Begins	Union or Managerial		Hourly Rate

Justification for this request:

(Please give a 2-4 sentence narrative why this position is essential to departmental operations)

Making a request to add 5 hours to the 27.5 hours of the current position for a total of 32.5 hours for the work week.

Additional workload to the position of administering and maintaining electronic and hard copy data. Examples: Department/City website, social media updates & monitoring, overtime/school time records, vacation, flex and comp-time records, apparatus maintenance records, hose records, and facility and EMS contracts. Target Solution Training documentation, monitoring and administration.

With the abilities and skills of the current employee in this position the department is continuing to add more responsibilities and workload.

How will the position be funded?

(Please indicate any resources beyond property taxes such as fees, grants, donations etc.)

MTM reimbursements: \$6,392.00 - 2018

Lift Assists rates: \$2,700.00 - 2018

Additional information regarding this request:

Recommendation

(Administration/Mayor): _____

Chippewa Falls Fire & Emergency Services - Administrative Assistant Position

CURRENT ADMINISTRATIVE ASSISTANT TASK SUMMARY

	Average Hours Spent	
	Weekly	Monthly
EMS Reports - scan, attach to Elite for billing	6	
MTM - check log book, check Elite, check ForwardHealth, submit eligible within 2 business days, attach reports to Elite record, process payments received	4	
Accounts Payable/Receivable - match PO with invoice, code with proper account, enter in spreadsheet, scan, submit to Finance, Hazmat & Task Force reimbursement tracking, etc	2	
Payroll - data entry, electronic calculations, reporting to finance	1.5	
Public Relations - phone, email, walkins, station tours, event planning/displays, room reservations, fire safety programs - poster contest/National Fire Safety fundraising & material ordering, etc	6	
Misc. - correspondence, file creation/updates, mail, filing, copying, faxing, supply inventory/orders, requests for records, reports, meeting minutes, scanning with electronic storage - inspection reports/apparatus checks/narcotic inventories, EMS forms, fire report filing, apparatus maintenance records, hiring process/personnel correspondence, etc	10	
No Treatment Transport Processing - reports, correspondence, billing, receipts		2

EMS Run Volume History
2012 - 2499
2013 - 2634
2014 - 2750
2015 - 2831
2016 - 2929
2017 - 2977
2018 - 2884

Weekly Hour/Task Summary Total 29.5

Current position working hours = 27.5 hours per week (5.5 hours/day)

ADDITIONAL TIME NEEDED

Target Solutions - Training record documentation & maintenance, reporting, training setup assistance	2
Elite Inspections - electronic updating of preplans, contact information, reporting, scanning, electronic file storage, etc	2
Public Relations - Website/Social Media - community outreach, safety education and updates	1
TOTAL POSITION HOURS NEEDED	34.5

Requesting increase to = 32.5 hours per week
Requesting to Increase by 1 hour per day (6.5 hours/day)

EXTRA REVENUES EXPERIENCED (added duties since 2017)

	<u>2017</u>	<u>2018</u>
MTM (began February 2017)	\$9,742.67	\$6,392.54
No Treatment/Transport - Program runs Fiscal Year - June to July	\$4,050.00	\$2,700.00
<i>(2017 total is 7 months, program began in December - 2019 total is 2 months) Fiscal Year June to July</i>		
Annual Savings - Firehouse software no longer needed - moved inspection records to Elite		\$765.00
	\$13,792.67	\$9,857.54

2020 PERSONNEL REQUESTS/ADJUSTMENTS

DEPARTMENT	2020 APPROVED FUNDING	AMOUNT RECOMMENDED	ESTIMATED COST	DESCRIPTION
Public Works/City Hall			\$ 2,500	Rate increase (\$2.50/hr) for contracted janitorial service (add'l incr in 2021)
Parks, Recreation & Forestry Dept				Wage increase for Seasonal and Perm. Part-time Positions
Police Department			\$ 123,506	Addition of Police Officer or Detective Sergeant position
			\$90,943	Addition of Patrol Officer position
2020 Request			\$ 22,735	Middle School SRO - this is anticipated to be funded 75% by the school district
				Request to adjust records clerk April Holby's hourly rate and vacation time to credit her for her previous 6 years and 5 months of service to the city
2021-2025 requests			\$ 2,500	Pay/benefit increase for Records Clerk
				Additional Patrol Officer - This would add a second power shift officer position. This would allow scheduling a power shift
				officer 100% of the year, instead of the current 50%
				Investigative Sergeant - This position would provide first line supervision to the investigative division. It would also allow for more focused investigations into Human Trafficking and Internet crimes against children cases as well as potential participation in the Eau Claire Regional Forensic Lab.
				crimes against children cases as well as potential participation in the Eau Claire Regional Forensic Lab.
Fire Department			\$ 5,800	Request to add 5 hrs to the 27.5 hrs of current position for a total of 32.5 hrs a week for the Office Administrative Assistant
2020 Request				Addition of a Firefighter/EMT Position
2021-2025 Requests				2021 - Addition of a Firefighter/EMT Position
				2022 - Addition of a Firefighter/EMT Position
Street Department			\$88,150	Additional Staff up to 4 employees - There has been over 9,000 hrs Not included in these hours are the Bridge Maintenance
2021-2025				Adding employees for snow removal would require adding snow removal equipment
Inspection - 2021-2025				Requesting Assistant City Inspector
Clerk/Finance - 2021-2025				Requesting (1) additional staff member shared by Finance/Clerks Office
CITY TOTALS		\$ -	\$336,134	