



MINUTES
COMMITTEE #1
REVENUES, DISBURSEMENTS, WATER AND WASTEWATER
and
COMMITTEE #2
LABOR NEGOTIATIONS, PERSONNEL, POLICY AND ADMINISTRATION
April 10, 2023

Committee #1 - Revenues, Disbursements, Water and Wastewater and Committee #2 – Labor Negotiations, Personnel, Policy and Administration met on Monday, April 10, 2023 at 9:00 am in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Committee Members present: John Monarski, Chuck Hull, Rob Kiefer, and Paul Nadreau.
Mayor/Other Council Members present: Mayor Hoffman.
Others present: Finance Manager/Treasurer Lynne Bauer; Police Chief Matt Kelm; Fire Chief Jason Thom; Fire Lieutenant Greg Bowe; and Parks, Recreation, and Forestry Director John Jimenez.

Call to Order: 9:00 am

- 1. Discuss placement of newly promoted Fire Battalion Chief on the administrative pay grid. Possible recommendations to the Council.**

Fire Chief Jason Thom stated they have completed the promotional process for the Battalion Chief position due to a retirement in the department. He is recommending that Nathan Martell be placed at 15E as was the previous battalion chief candidate in January 2023. Nathan's promotion will be effective April 11, 2023.

Motion by Nadreau/Hull to recommend the Council approve the placement of the newly promoted Battalion Chief at 15E on the Administrative Pay Grid effective April 11, 2023. **Roll Call Vote: Nadreau – aye; Hull – aye; Monarski – aye; Kiefer – aye. Motion carried.**

- 2. Discuss conditional offers of employment for vacant fire department positions. Possible recommendations to the Council.**

Fire Chief Jason Thom discussed the current conditional offer language which allows a new hire to get his/her licensure as a NREMT-P within 60 days of date of hire. He would like to extend that to 120 days from date of hire. He believes making a conditional offer sooner along with extending the licensure time-frame could help in recruiting efforts for the department.

Motion by Kiefer/Hull to recommend the Council approve extending the Conditional Offer of Employment Licensure language for the fire department from 60 days to 120 days. **All present voting aye, motion carried.**

- 3. Discuss Water Safety Instructor wage incentive during swim lessons. Possible recommendations to the Council.**

Parks, Recreation, and Forestry Director John Jimenez asked the committee to consider paying the WSI lifeguards an extra \$1.00 per hour while they are conducting swimming lessons. He estimated the cost for the four lifeguards at a total of 92 hours to be approximately \$368 before taxes and workers compensation insurance costs.

Motion by Kiefer/Nadreau to recommend the Council approve an extra \$1.00 per hour while the WSI lifeguards are performing water safety/swim instruction lessons. **All present voting aye, motion carried.**

4. Discuss wage increase incentive for returning aquatic employees. Possible recommendations to the Council.

Parks, Recreation, and Forestry Director John Jimenez asked the committee to consider paying returning lifeguards an extra \$.50 per hour per year similar to the other city seasonal positions which receive \$.50 per hour per year up to four years. Lifeguards are currently paid \$13.00 per hour.

Motion by Kiefer/Nadreau to recommend the Council approve an extra \$.50 per hour per year for returning lifeguards up to a maximum of \$2.00 extra per hour for a lifeguard returning for four years. **All present voting aye, motion carried.**

5. Discuss adding a 3rd Assistant Pool Manager position. Possible recommendation to the Council.

Parks, Recreation, and Forestry Director Jimenez asked the committee to consider adding an additional Assistant Pool Manager position. Jimenez indicated he would be splitting the assistant manager hours between the three employees which would offer them more flexibility and improve coverage which would help the Pool Manager. The fiscal impact would be the difference in pay between the Lifeguard and the Assistant Pool Manager positions which is \$1.00 per hour.

Motion by Kiefer/Hull to recommend the Council approve a 3rd Assistant Pool Manager position at the rate of \$14/hr. **All present voting aye. Motion carried.**

6. Discuss Recreation Assistant Position and wage adjustment. Possible recommendation to the Council.

Parks, Recreation, and Forestry Director Jimenez requested a Recreation Assistant position to assist the Recreation Supervisor with various tasks related to running the recreation programs. The estimated hours for this position would not exceed 270 per year at \$15.00 per hour. Jimenez stated there is available funding in the current recreation budget for 6-8 Recreation Leaders and a Recreation Assistant position.

Motion by Hull/Nadreau to recommend the Council approve a Recreation Assistant position at a pay rate of \$15/hour with funding to come from the current recreation budget. **All present voting aye, motion carried.**

7. Discuss Parks and Recreation part-time maintenance position wage adjustment. Possible recommendation to the Council.

Parks, Recreation, and Forestry Director Jimenez requested a pay adjustment for his permanent part-time maintenance position. Currently there are two permanent part-time positions that work seasonally and less than 1200 hours per year at a rate of \$12.56 per hour. Only one of those positions is currently filled. He suggested eliminating one of the two part-time positions and

paying the remaining position \$18.00 per hour. The committee was concerned about eliminating one of the positions and suggested paying the current part-time maintenance position \$16.00 per hour with an extra \$.50 per hour per year if the employee returns up to a maximum of \$19.00 per hour. The remaining funds could be used for additional hours for the second parks maintenance position and Jimenez will analyze the amount and bring any recommendations back to the committee.

Motion by Kiefer/Nadreau to recommend the Council approve increasing the pay for one of the parks maintenance positions to \$16.00 per hour year-round with an extra \$.50 per hour per year for a returning employee up to \$19.00 per hour. **All present voting aye, motion carried.**

8. Discuss limited term employee position for City Hall. Possible recommendation to the Council.

Finance Manager/Treasurer Bauer discussed using a current part-time employee as a limited term employee (LTE) to complete City Hall projects including the paper retention/storage project in the basement. This LTE could also assist during tax collection as the current tax employee will be unable to return in December. Funding for the project work was estimated at less than \$10,000 and would come from omitted budget funds.

Motion by Kiefer/Hull to recommend the Council approve funds not to exceed \$10,000 from the omitted budget account for an LTE at City Hall to perform various tasks including the paper retention/storage project. **All present voting aye, motion carried.**

9. Adjournment.

Motion by Nadreau/Kiefer to adjourn at 9:52 AM. **All present voting aye, motion carried.**

**Minutes submitted by,
John Monarski, Chair**

Battalion Chief Promotion - April 10, 2023

Current Information										Possible Changes				
Name	Hire Date	Current Position	Year in Position	Step	Date of Step	2023 Annual Salary	Hourly Rate	Date of Next Step	Proposed Step Change	Proposed 2023 Annual	Proposed 2023 Hrly Rate	2023 Hourly Increase	Annual Increase	Incr %
Jason Thom (New Chief)	11/22/1999	Chief	2023	18E	Jan-23	96,851	49.67	2024	18F					
John Bowe	3/19/1998	Battalion Chief	2014	15Max	Jan-23	92,935	33.70							
Trevor Weiland	3/3/1994	Battalion Chief	2017	15F	Jan-23	85,191	30.89							
Justus Busse	3/2/2010	Battalion Chief	2023	15E	Jan-23	81,318	29.48	2/26/2026	15F					
Nate Martell (New BC)	11/21/2008	Lieutenant	2023	Lieutenant	Jul-19	73,131 <small>includes longevity and annual sick payout</small>	25.04		15E	81,318.32	29.48	4.44	8,187.82	11.20%



Chippewa Falls Fire and Emergency Services Department

1301 Chippewa Crossing Boulevard, Chippewa Falls, WI 54729
(715) 723-5710 (715) 726-2751 Fax

Conditional Offer of Employment

Candidate: _____

To be considered for employment with the Chippewa Falls Fire and Emergency Services Department the following items must be successfully completed:

- Pre-employment Physical Date: _____
- Comprehensive & Criminal Background Check Date: _____
- CPAT
 - Successful completion of the CPAT examination within one year of date of hire or at the discretion of the Fire Chief
- Licensure as a NREMT-P by (/ /) date
- Firefighter I upon first day of employment with Chippewa Falls Fire & Emergency Services Department
- Firefighter II within one year of date of employment or at the discretion of the Fire Chief
- Signatures on:
 - Non-Tobacco Use Date: _____
 - Residency Requirements Date: _____
 - IT & Internet Policy Date: _____
 - HIPAA form Date: _____
 - Re-Payment Form Date: _____

When all of the "Conditional Offer of Employment" criteria have been met the candidate will then be considered an employee of the City of Chippewa Falls and a member of the Chippewa Falls Fire and Emergency Services Department.

Candidate: _____ Date: _____

Fire Chief: _____ Date: _____

Finance Director: _____ Date: _____

(4) WSI Daily Hours Worked											Total Hours
Session 1 (Pre-6)	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	28
Session 2 (Pre-6)	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	28
Session 3 (Pre-6)	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	28
Parent & Child	1	1	1	1	1	1	1	1	1	1	8
											92
											4 x 92 = \$368.00

The total impact for 4 WSI lifeguards to receive \$1.00 extra during water safety instruction/swim lessons is \$368.00

Justification Sheet- Recreation Assistant

With a total of \$9,545.50 for projected contracted wages for REC Leaders in this year's recreation budget I know we will have the room needed in the budget to hire a Recreation Assistant at a wage of \$15.00/hour for 18 weeks at 15 hours a week or 270 hours over the Summer. This employee cannot go over 270 allotted hours.

Position	Wage	Projected hours of work	Budget impact
6-8 Recreation Leader	\$13.00	734	\$9,545.50
1 Recreation Assistant	\$15.00	270	\$4,050.00
			\$13,595.50

2023 Recreational Wages budget	\$13,942.38
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Difference	\$382.88
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City of Chippewa Falls

Job Description

Job Title: Recreation Assistant
Department: Parks, Recreation and Forestry
Reports To: Recreation Supervisor
FLSA Status: Labor Standards Act (FLSA)
Prepared Date: 04-06-2023
Job Grade: Seasonal \$15.00 per hour
Age Requirement: 18 years of Age

SUMMARY

The REC Leader will support in overseeing and monitoring recreational activities with the guidance of the Recreation Supervisor. This position should encourage the community and program participants to work as a team, fostering good sportsmanship, and building morale amongst participants. Maintain all program inventory/equipment, help plan, organize and promote Recreation programs and activities. Cannot discriminate against any individual based on gender, race, ethnicity, religion, physical handicap, or any other disability

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned.

- Responsible for overseeing adult sports, youth sports, and a variety of activities
- Oversees volunteers and other recreational staff with collaborative with Recreation Supervisor
- Engages youth to operate programs effectively
- Ensures that the right equipment is available for each program

SUPERVISORY RESPONSIBILITIES

- Support the Recreation Supervisor in establishing a volunteer system.

QUALIFICATIONS

- Has knowledge on how to run a variety of sports and activities
- Enjoys working in multiple work settings daily
- Helps develop physical, mental and social well-being of participants
- Is able to foster a sense of pride and teamwork in others
- Able to establish teamwork and camaraderie amongst participants

EDUCATION AND/OR EXPERIENCE

- Minimum qualifications for this position. Candidates must be enrolled in High school or graduated and received their diploma and or GED.

City of Chippewa Falls

Job Description

LANGUAGE SKILLS

- Ability to read, analyze, and interpret information given and lead others in a recreation setting
- Ability to effectively present information and respond to questions from groups of customers, and the general public

MATHEMATICAL SKILLS

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to collect funds and information for day of attendees

REASONING ABILITY

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

CERTIFICATES, LICENSES, REGISTRATIONS

- Must have a Valid Drivers License

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties, the employee is frequently required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear
- The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 50-75 pounds

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Introduces participants to programs and answers questions that parents/guardians may have throughout their session
- The employee is occasionally exposed to outside weather conditions
- The noise level in the work environment is usually moderate
- Weekend and evening work will be required