



Minutes
Committee #2
Labor Negotiations, Personnel, Policy & Administration
June 15, 2023

Committee #2 met on Thursday, June 15, 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, and CW King

Mayor/Other Council Members present: None

Others present: Finance Manager/Treasurer Lynne Bauer; Public Works Director/Utility Manager Rick Rubenzer; City Planner/Transit Manager Brad Hentschel; Fire Chief Jason Thom; Police Chief Matt Kelm; Parks, Recreation, and Forestry Director John Jimenez; Battalion Chief Justus Busse; Water Supervisor Matt Boos; and City Clerk Bridget Givens.

Call to Order: 9:00 am

1. Discuss potential changes to the Engineering Tech position. Possible recommendations to the Council.

The previous Engineering Tech was hired as the City's Civil Engineer, creating a vacancy. A revised job description was presented and reviewed with the Committee. It was noted that Committee #1 recommended changing the pay grade for this position, resulting in a starting wage of \$27.08/hr. Funding for the wage increase is available due to the open positions in the Engineering Department.

Motion by Hull/King to recommend Council approve the revised job description and pay grade change for the Engineering Tech position. **All present voting aye, motion carried.**

2. Discuss revisions to the Firefighter/EMT Job Description. Possible recommendations to the Council.

Fire Chief Thom advised the Committee of a recent retention/recruitment meeting, where the option was discussed to hire firefighters who have not yet received their paramedic licensure, but are on track to do so. Conditional offers have been made to two candidates who will graduate in August. Changing the job description gives the option to hire these individuals prior to graduation, and they would have 120 days from graduation to obtain their paramedic license. This will offer flexibility as the City previously waited until individuals had their paramedic license before hiring. It was noted the job description does not state that paramedic licensure must be obtained within 120 days, and it was recommended for incorporation into the job description.

Motion by Hull/Monarski to recommend Council approve the Firefighter/EMT job description with the inclusion of the requirement to obtain paramedic licensure within 120 days. **All present voting aye, motion carried.**

3. **Discuss appointment of an interim Department of Public Works/Utility Manager. Possible recommendations to the Council.**

Based upon the upcoming retirement of Rick Rubenzer, it is necessary to appoint an interim Director until such time as his position is filled. This item will need to go to Committee #1 to discuss a temporary pay increase for the added responsibilities for the individual.

Motion by Monarski/King to recommend Council appoint City Engineer, Bill McElroy, as interim Director of Public Works/Utility Manager effective July 7, 2023. **All present voting aye, motion carried.**

4. **Discuss hiring a temporary person in the Street Department to do traffic painting. Possible recommendations to the Council.**

Due to a recent incident in the Street Department, the individual trained to perform traffic painting for the City is unable to work. A retiree who previously performed these responsibilities is willing to come back on a seasonal, temporary basis. There will be no benefits associated with the position, and Committee #1 recommended a pay range of \$15 - \$20/hr.

Motion by King/Hull to recommend Council approve the hiring of a temporary, seasonal position to perform traffic painting responsibilities with funding to come from the existing Street Department Budget. **All present voting aye, motion carried.**

5. **Discuss requests for pay adjustments and the possibility of conducting a wage study. Possible recommendations to the Council.**

Bauer advised that a number of requests for pay adjustment have been received from various departments, and it may be time for the City to consider a wage study. It was noted that the administrative pay grid was developed in 1999. Bauer would like to ability to investigate cost and the possibilities for conducting the study. It was thought the study itself could potentially be paid for through ARPA funds.

Motion by Monarski/King to recommend Council authorize Finance Manager/Treasurer Bauer to explore the options and cost of conducting a wage study. **All present voting aye, motion carried.**

6. **Adjournment**

Motion by Hull/King to adjourn at 9:25 am. **All preset voting aye, motion carried.**

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

CITY OF CHIPPEWA FALLS
JOB DESCRIPTION
CIVIL ENGINEERING TECHNICIAN/RESIDENT PROJECT REPRESENTATIVE
June 2023

GENERAL STATEMENT OF DUTIES

Under general supervision of the Director of Public Works/remove / Replace City Engineer with Utilities Manager or his/her designated representative, to perform office work, field work and inspection work related to Public Works construction and maintenance projects and to perform related or other functions as may be assigned.

ESSENTIAL FUNCTIONS OF THE POSITION INCLUDE BUT ARE NOT LIMITED TO:

Perform specific duties assigned by Director of Public Works/Utilities Manager or City Engineer.

Perform typical surveying functions such as operating a Carlson Remove Carlson GPS unit, total station, automatic level and other survey equipment, taking topography, levels and construction staking, notes and grades.

Perform drafting of street plans and record draws and As Built, revisions and updates of maps, survey calculations, general office work and calculations and estimates pertaining to public works construction projects.

Assists Civil Engineer and City Engineer with or performs project design, construction estimates and quantity calculations, bid quantitative analysis

Locate existing City infrastructure as requested through Digger's Hot Line.

Reviews existing records in preparation for street design

Responsible for PASER Street Surface System including the physical surface rating of all city streets

Performs Traffic Counts as directed and responsible for placement, purchase and maintenance of traffic counters.

Perform Inspection/Observation on street construction and maintenance projects and keep records of construction.

Provide information from records to the public, contractors, utility representatives and other City departments.

GIS, asset management for City of Chippewa Falls infrastructure. Remove entire sentence

Related work and other functions that may be assigned.

ESSENTIAL KNOWLEDGE AND ABILITIES

Ability to use surveying and drafting instruments.

Ability to use AUTOCAD/Civil 3D.

Ability to communicate effectively with the public and contractors.

Ability to take and reduce standard field notes.

Ability to perform surveying computations.

Knowledge of Public Works construction materials, methods and practices.

DESIRABLE TRAINING AND EXPERIENCE

Possession of a 2 year Associate Degree as a Civil Engineering Technician or a combination of civil engineering or related education and experience in surveying, construction inspection or observation, and civil engineering drafting. A basic understanding of and working knowledge of GIS is a plus.

Must possess a valid driver's license.



Chippewa Falls Fire and Emergency Services Department

211 Bay Street, Chippewa Falls, WI 54729
(715) 723-5710 (715) 726-2751 Fax

Position: FIREFIGHTER/EMT
Reports to: Fire Chief
Union Representation: Represented
Written By: Fire Chief, Jason Thom
Revised Date: 06/12/2023

GENERAL STATEMENT OF RESPONSIBILITIES:

Leads by example with a positive and professional attitude, with a teamwork approach to effectively achieve our department's visions, values and mission. The Firefighter/EMT responds to all types of fires and/or medical emergencies and performs those duties required for the effective control and suppression of fires and successful rescue operations.

HOURS:

The Fire Fighter/EMT works an average of 56 hours per week by being on duty for three 24 hour duty shifts on a rotating nine day cycle. The 24 hour duty shifts begin at 07:00 am and goes until 07:00 am the following day. The Firefighter/EMT is on call for emergencies 24 hours a day.

DISTINGUISHING FEATURES:

Firefighter/EMT may perform many types of hazardous duties during emergency situations and under extremely adverse conditions.

DUTIES:

- Responds to all fire alarms, fires, medical emergencies and other emergency calls during a shift and as required
- Performs all maintenance and housekeeping functions associated with the good order of the fire station and facilities
- Attends classes, drills and lectures on fire suppression, fire prevention, rescue emergency first aid and any other training subjects as directed
- Performs all general duties related to fire suppression and rescue including climbing, running, lifting, crawling, laying out fire hose and any other duties as directed
- Gives public education safety presentations to various community groups and organization, and the general public
- Firefighting duties and medical treatment of patients
- Inspects and maintains all types of medical equipment and supplies
- Performs any other duties as directed or required

QUALIFICATIONS:

- Ability to work in harmony as a member of a fire suppression team
- Ability to work under stress during dangerous and extremely adverse conditions
- Nationally Registered and/or Wisconsin State licensed as an EMT
- Certification as Firefighter 1
- Must possess a valid Wisconsin State driver's license
- Maintain CPR certification

TRAINING AND EXPERIENCE:

- Graduation from high school supplemented by technical college courses in firefighting, fire prevention, rescue, hazardous materials response, CPR/First Aid, EMT certification, supervisory methods and related subjects; or any combination of training and experience which provides the required knowledge, skills and abilities.