



Minutes
Committee #2
Labor Negotiations, Personnel, Policy & Administration
September 19, 2017

Committee #2 met on Tuesday, September 19, 2017 at 8:30 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Committee Members present: CW King and John Monarski. Absent: Chuck Hull
Mayor/Other Council Members present: Paul Nadreau
Others present: Finance Manager/Treasurer Lynne Bauer, Director of Public Works/City Engineer/Utilities Manager Rick Rubenzer, Police Chief Matt Kelm, Fire Chief Mike Hepfler, and City Clerk Bridget Givens

Call to Order: 8:30 am

1. Open Session

2. Discuss request to fill Wastewater Treatment/Collection System Operator vacancy. Possible recommendations to the Council.

Due to a resignation, there is a vacancy at the Wastewater Treatment Plant. City Engineer Rubenzer requested that this funded position be filled.

Motion by King/Monarski to recommend Council approve filling the Wastewater Treatment/Collection System Operator vacancy. **All present voting aye, motion carried.**

3. Discuss placement of new Battalion Chief and future promotions to Battalion Chiefs on Administrative Pay Grid. Possible recommendations to the Council.

Fire Chief Hepfler proposed to place the new Battalion Chief position on the Administrative Pay Grid at 15C. This recommendation was based upon the candidate's previous base salary. Progression to 15D will occur on January 1, 2019.

Motion by Monarski/King to recommend Council approve placing the new Battalion Chief on the Administrative Pay Grid at 15C. **All present voting aye, motion carried.**

4. Discuss options for temporary help in the Finance and Administration Office. Possible recommendations to the Council.

Finance Manager/Treasurer Bauer stated that due to the resignation of two people in her office, she would like to have the ability to utilize temporary help. Possible options include starting the part-time tax person earlier (she normally works December – February), using the

auditors for any tasks they could possibly perform for the City, or utilizing the resigning Fiscal Clerk II on evenings and weekends. There should be enough difference in the budget to offset any costs associated with the temporary help.

Motion by Monarski/King to recommend Council authorize the use of temporary help in the Finance and Administration Office through the end of the year without exceeding the budget. **All present voting aye, motion carried.**

5. Closed Session

Motion by Monarski/King 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) Discuss benefits for Fiscal Clerk I candidate; and to include Committee and Council members, Bauer, and Givens; may return to Open Session with possible action on Closed Session item.

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

The Committee discussed item (a) above.

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

Councilor King indicated that a motion was made, seconded, and unanimously approved in Closed Session to recommend Council approve awarding the newly hired Fiscal Clerk I with seven days of vacation upon hire.

6. Adjournment

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

Minutes submitted by,
Lynne Bauer, Finance Manager/Treasurer



Chippewa Falls Fire and Emergency Services Department

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

Position:	BATTALION CHIEF (BC)
Reports to:	FIRE OPERATIONS TRAININGS, EQUIPMENT & NFIRS Fire Chief
Union Representation:	Non-represented, Exempt
Written By:	Fire Chief, Michael Hepfler
Revised Date:	07-10-2017
GENERAL STATEMENT OF RESPONSIBILITIES:	
<p>Leads by example with a positive and professional attitude, with a teamwork approach to effectively achieve our department's visions, values and mission. Performs supervision of firefighting, medical, hazardous materials response, and rescue work involving the command of a shift, the maintenance of station, apparatus and equipment, and in other department staff or command duties and assignments. Works closely with the Fire Chief as a Commanding Chief Officer of the Department.</p>	
HOURS:	
<p>The Battalion Chief 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 go until 07:00 am the following day. The Battalion Chief also wears a department pager and is on call for emergencies 24 hours a day.</p>	
DISTINGUISHING FEATURES:	
<p>Employees in this class perform as shift commanders in assigning, training and supervising subordinate personnel. Work is performed in accordance with departmental standards, rules and policies. An employee of this class may be assigned additional responsibilities in the areas of training, building and equipment maintenance, fire inspections and public relations. Performance is subject to review by the Fire Chief.</p>	
DUTIES:	
<ul style="list-style-type: none">• Responds to all fire alarms, fires, medical emergencies and other emergency calls during a shift and as required;• Firefighting duties and medical treatment of patients• Serves as shift commander• Incident Commander duties at the scene of incidents and commands all personnel and equipment at fire scenes, medical emergencies, confined entry situations, Type 1 or Level B hazardous materials spill responses, and rescue operations until relieved by the Fire Chief	

- Inspects personnel, maintains discipline, and trains, instructs and drills in firefighting and rescue methods, techniques, and related subjects;
- Prepares a daily record of the day's activities and personnel on duty;
- Maintains and cleans fire station and all firefighting equipment;
- Gives public education safety presentations to various community groups and organization, and the general public;
- Maintains a record of all repairs to apparatus and equipment;
- Assists in the selection of new employees and equipment as requested;
- Supervises preplanning surveys of commercial, industrial and institutional structures and assists in the formulation of industrial preplans;
- Makes reports and maintains records of each fire;
- Evaluates performance of personnel assigned to the command and during training;
- Provides written evaluations of candidates in promotional processes to the fire chief;
- Assists in formulating and implementing department policies;
- Coordinates communication system between fire and police departments;
- May assume the duties of the fire chief in his/her absence;
- May perform the duties of an incident safety officer (ISO) at an emergency scene.
- Coordinates the completion of assigned shift fire prevention inspection requirements;
- Maintains employee attendance, training and personnel records;
- Does related work as required

SPECIFIC DUTIES & RESPONSIBILITIES OF BATTALION CHIEF OF FIRE GROUND OPERATION TRAININGS & NFIRS :

Fire Ground Operations

- Manages the department's fire response service along with the Fire Chief.
- Assists the Fire Chief in managing the Fire budget and all corresponding paperwork
- Supervises the NFIRS program and engine purchasing committees
- Researches the need for new and improved fire equipment and state statues
- Ensures the proper maintenance and readiness at all times of the department's fire response vehicles along with the equipment carried

Training

- Organizes and schedules all required department Fire training classes
- Researches other training opportunities as they become available and recommends to the Fire Chief courses for department personnel:
 - Locally through public agencies, businesses, and industries
 - Statewide through the Wisconsin Technical College System, University of Wisconsin System and the Wisconsin Emergency Management
- Nationally through the US Fire Administration's National Fire Academy & other national organizations

Collapse Rescue

- Assists the departments designated *Team Leader* member of the State of Wisconsin Task Force 1 Collapse Rescue Team in managing the departments Collapse Rescue program
- Ensures the proper maintenance and readiness at all times of the departments Collapse & Special Rescue response trailer along with the equipment carried

QUALIFICATIONS:

- Knowledge of building types and structures
- Knowledge of fire spread and behavior
- Knowledge of emergency medical aid principles and procedures
- Knowledge of hazardous materials spill response principles and procedures
- Ability to understand and operate all fire department equipment
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to operate a computer, and to utilize a wide range of computer software programs
- Ability to supervise and evaluate the work of others
- Ability to interpret and enforce fire department rules and regulations
- Ability and skill to compute the fire ground hydraulics for pump and hose stream pressures and friction loss calculations
- Ability to compute mathematical calculations as they relate to the Fair Labor Standards Act (Garcia) overtime requirements
- Ability to work under stress, dangerous and adverse conditions
- Ability to initiate and direct an incident command system approach for the mitigation emergency incidents
- Wisconsin State licensed as an EMT
- Certification as a Hazardous Materials Technician
- Possession of a journeyman's certificate from the Wisconsin State Apprenticeship Office
- Possession of a valid Wisconsin's driver's license

TRAINING AND EXPERIENCE:

- Graduation from high school
- Supplemental Technical College courses and specialized training in fire suppression firefighting, specialized rescue, fire prevention and supervisory methods
- Specialized training in Emergency Medical Services (EMS) and hold EMT certification
- Specialized training in fire, EMS and Hazardous Materials response
- Or any combination of training and experience which provides the above listed required knowledge, skills and abilities.
- Rank of Lieutenant

1.00% increase

SCHEDULE A2
2017 Non-Union Salary Structure Effective 1/1/17

<u>Position</u>	<u>Grade</u>
Confidential Secretary	3
Recreation Supervisor	4
Executive Secretary	5
Parks & Rec Working Foreman	10
Senior Engineering Technician	13
Fire Battalion Chief	13
Utility Office Supervisor	13
City Clerk	14
City Inspection & Zoning Administrator	14
Library Director	14
City Assessor	14 Contracted
Patrol Police Sergeant	14
Patrol Police Lieutenant	15
Battalion Chief	15
Assistant City Engineer	15
Water Supervisor	15
Wastewater Supervisor	15
Street & Water Maintenance Manager	15
Director of Parks, Rec & Forestry	15
City Planner	16
Finance Mgr/Treasurer	18
Fire Chief	18
Police Chief	18
Director of Public Works/Manager of Public Utilities	18

Salary Range

Grade	Hire	A	B	C	D	Mid Point	E	F	G	Maximum
1	28,886.89	30,331.24	31,775.58	33,219.93	34,664.27	36,108.62	37,914.05	39,719.48	41,524.91	43,330.34
2	30,042.38	31,544.50	33,046.62	34,548.74	36,050.86	37,552.98	39,430.63	41,308.28	43,185.93	45,063.58
3	31,244.07	32,806.27	34,368.48	35,930.68	37,492.89	39,055.09	41,007.84	42,960.60	44,913.35	46,866.11
4	32,493.84	34,118.53	35,743.23	37,367.92	38,992.61	40,617.30	42,648.17	44,679.03	46,709.90	48,740.76
5	33,793.57	35,483.25	37,172.93	38,862.61	40,552.29	42,241.97	44,354.07	46,466.17	48,578.26	50,690.36
6	35,145.32	36,902.59	38,659.85	40,417.12	42,174.39	43,931.65	46,128.24	48,324.82	50,521.40	52,717.98
7	36,551.12	38,378.68	40,206.24	42,033.79	43,861.35	45,688.91	47,973.35	50,257.80	52,542.24	54,826.69
8	38,013.17	39,913.83	41,814.49	43,715.15	45,615.80	47,516.46	49,892.29	52,268.11	54,643.93	57,019.76
9	39,533.70	41,510.39	43,487.07	45,463.76	47,440.45	49,417.13	51,887.99	54,358.84	56,829.70	59,300.56
10	41,115.03	43,170.78	45,226.53	47,282.28	49,338.03	51,393.78	53,963.47	56,533.16	59,102.85	61,672.54
11	43,581.93	45,761.03	47,940.13	50,119.22	52,298.32	54,477.42	57,201.29	59,925.16	62,649.03	65,372.90
12	46,196.86	48,506.70	50,816.55	53,126.39	55,436.23	57,746.08	60,633.38	63,520.68	66,407.99	69,295.29
13	48,968.65	51,417.09	53,865.52	56,313.95	58,762.38	61,210.82	64,271.36	67,331.90	70,392.44	73,452.98
14	51,906.77	54,502.11	57,097.44	59,692.78	62,288.12	64,883.46	68,127.63	71,371.80	74,615.98	77,860.15
15	55,021.17	57,772.22	60,523.28	63,274.34	66,025.40	68,776.46	72,215.28	75,654.10	79,092.93	82,531.75
16	58,322.44	61,238.56	64,154.68	67,070.81	69,986.93	72,903.05	76,548.20	80,193.35	83,838.51	87,483.66
17	61,821.81	64,912.90	68,003.99	71,095.08	74,186.17	77,277.26	81,141.12	85,004.98	88,868.85	92,732.71
18	65,531.10	68,807.66	72,084.21	75,360.77	78,637.32	81,913.88	86,009.57	90,105.27	94,200.96	98,296.66

