

**HUMAN RESOURCES COMMITTEE
MINUTES – November 19, 2018**

MEMBERS PRESENT: Ruth Ludwig, Jack Sweeney

OTHERS PRESENT: Debbie Bergstrom, Scott Gordon, Cammi Koneczny, Jane Michel, Suzi Olson,
Mayor Jim Paine, Jon Shamla

Craig Sutherland was absent.

The meeting was called to order at 4:05 pm.

1) Approve 10/15/18 HRC meeting minutes.

Motion by Sweeney, seconded by Ludwig, to approve the 10/15/18 HRC meeting minutes. APPROVED

2) Request approval for 2% wage increase to the mid-point for Non-Union wage plans effective 1/1/2019

Motion by Sweeney, seconded by Ludwig, to approve a 2% wage increase to the mid-point for Non-Union wage plans effective 1/1/2019. APPROVED

3) Receipt of department staffing requests. Consider review at December 17th HRC meeting.

No action required.

4) Review draft RFP for outside consultants to conduct study on City's staffing needs/organizational review (HRC request from 10/15/18 meeting)

The committee reviewed and discussed the RFP, and would like it to be further defined and brought back to the December HRC meeting.

5) Approve Job Descriptions:

A) Fire Investigator/Assistant Fire Investigator (revised)

Motion by Sweeney, seconded by Ludwig, to approve the revised Fire Investigator/Assistant Fire Investigator job description with corrections. APPROVED

B) Hazardous Materials Coordinator (new)

Motion by Sweeney, seconded by Ludwig, to approve the new Hazardous Materials Coordinator job Description with corrections. APPROVED

6) Approve Revised & New Policies:

A) Salary & Benefits Policy (Handbook), Section 5. Salary Schedule and Payment- A) (remove Yearly Rate language for ESD Operations that no longer applies)

B) ESD Operations Procedure for Filling Operator & Maintenance Technician Positions

Motion by Sweeney, seconded by Ludwig, to approve item 6A) Salary & Benefits Policy (Handbook), Section 5. Salary Schedule and Payment- A) (remove Yearly Rate language for ESD Operations that no longer applies), and item 6B) ESD Operations Procedure for Filling Operator & Maintenance Technician Positions. APPROVED

**C) Salary & Benefits Policy (Handbook), Section 21. Reimbursements and Allowances-E)
(update/correct ESD Operator Certification levels and amounts)**

Motion by Ludwig, seconded by Sweeney, to approve the revised Salary & Benefits Policy (Handbook), Section 21. Reimbursements and Allowances-E) *(update/correct ESD Operator Certification levels and amounts)*

APPROVED

D) ESD Operations Incentive Allowance Procedure

Motion by Sweeney, seconded by Ludwig, to approve the ESD Operations Incentive Allowance Procedure.

APPROVED

E) Salary & Benefits Policy (Handbook), Section 15. Paid Time Off- C) (for clarification, list the number of vacation days in addition to listed weeks of vacation)

Motion by Ludwig, seconded by Sweeney, to approve the Salary & Benefits Policy (Handbook), Section 15. Paid Time Off- C) *(for clarification, list the number of vacation days in addition to listed weeks of vacation)*

APPROVED

7) HRC's Informational Review of Handbook, Section 16 & 17

No action required.

8) Receive and File:

A) Monthly Personnel Report for October 2018

Motion by Sweeney, seconded by Ludwig, to receive and file the Monthly Personnel Report for October 2018.

APPROVED

9) Human Resources Department update

No action required.

Motion by Sweeny, seconded by Ludwig, to move into Closed Session at 5:41 pm.

APPROVED

1) Union #74 Fire Negotiations.

Motion by Sweeney, seconded by Ludwig, to move back into Open Session at 6:02 pm.

APPROVED

Ludwig adjourned the meeting at 6:02 pm.