

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES – July 15, 2019**

MEMBERS PRESENT: Tylor Elm, Ruth Ludwig, Jack Sweeney

OTHERS PRESENT: Debbie Bergstrom, Cammi Koneczny, Shelley Nelson, Steve Panger, Jon Shamla

The meeting was called to order at 4:01 pm.

1) Approve May 20, 2019 HRC Meeting Minutes.

Motion by Elm, seconded by Sweeney, to approve the May 20, 2019 HRC Meeting Minutes. APPROVED

2) Approve June 24, 2019 HRC Meeting Minutes.

Motion by Sweeney, seconded by Elm, to approve the June 24, 2019 HRC Meeting Minutes. APPROVED

3) Approve Revised Policies:

A) Residency Policy #04.06.B (*change residency requirements for Police & Fire Non-Union employees to match with Police & Fire union employees residency requirements*).

Motion by Elm, seconded by Sweeney, to approve the revised Residency Policy #04.06.B for Police & Fire Non-Union employees to match with Police & Fire Union employees residency requirement.

APPROVED

B) Ordinance Sec. 42-82 Residency

Motion by Elm, seconded by Sweeney, to approve revised Ordinance Sec. 42-82 Residency. APPROVED

C) Non-Union Salary & Benefits Policy (Handbook): Section 14 – Holidays (*clarify for temporary flex schedule*)

Motion by Sweeney, seconded by Elm, to approve the revised Non-Union Salary & Benefit Policy (Handbook): Section 14 – Holidays.

APPROVED

4) Approve request to fill positions:

A) Firefighter (2 positions)

Motion by Sweeney, seconded by Elm, to approve the request to fill 2 Firefighter positions. APPROVED

B) Heavy Equipment Operator-ESD & subsequent vacancies if filled in-house.

Motion by Elm, seconded by Sweeney, to approve the request to fill a Heavy Equipment Operator position at ESD and subsequent vacancies if filled in-house.

APPROVED

5) Approve revised job descriptions:

A) Finance Director

Motion by Elm, seconded by Sweeney, to approve the revised Finance Director job description. APPROVED

B) Medium Equipment Operator

Motion by Elm, seconded by Sweeney, to approve the revised Medium Equipment Operator job descriptions.
APPROVED

6) Employee Morale Survey Discussion.

Councilor Fennessey requested to table this item until the August HRC meeting.

Motion by Elm, seconded by Sweeney, to postpone the Employee Morale Survey Discussion until the August HRC meeting.
APPROVED

7) Establish Hazardous Materials Outreach Team Leader Position:

A) Approve job description for Hazardous Materials Outreach Team Leader

Motion by Elm, seconded by Sweeney, to approve the Hazardous Materials Outreach Team Leader job description.
APPROVED

B) Approve updated Hazardous Materials Regional Response Compensation Agreement

Motion by Elm, seconded by Sweeney, to approve the updated Hazardous Materials Regional Response Compensation Agreement.
APPROVED

8) Receive and File:

A) Monthly Personnel Reports for May and June 2019.

Motion by Elm, seconded by Sweeney, to receive and file the Monthly Personnel Reports for May and June 2019.
APPROVED

9) Human Resources Updates.

No action required.

The meeting adjourned at 4:30 pm.