

**HUMAN RESOURCES COMMITTEE
MEETING FEBRUARY 10, 2014**

MEMBERS PRESENT: Bob Finsland, Mike Herrick, Denise McDonald

OTHERS PRESENT: Debbie Bergstrom, Chris Bronson, Jeff Goetzman, Scott Gordon, Cammi Koneczny, Andy Knutson, Tom LeSage, Mary Morgan, Steve Panger, Jean Vito, Camron Vollbrecht

The meeting was called to order at 4:00 p.m.

- 1) Approve revised job descriptions:**
A) Accountant
B) Utility Billing Clerk

Koneczny explained the revised Accountant job description and the new Utility Billing Clerk job description.

Herrick asked some questions about the positions.

Vito and Roberts explained the need for the positions and the primary duties they would be doing.

Motion by McDonald, seconded by Herrick, to approve the revised job descriptions. APPROVED

- 2) Request to fill positions:**
A) Accountant
B) Engineering Tech II - PW
C) Firefighter
D) Seasonal Laborers – ESD Operations (2); ESD Collection (4); Landfill (1); Parks (5); Street (4)
E) Account Clerk
F) Utility Billing Clerk

Koneczny went through the request to fill positions.

Motion by McDonald, seconded by Herrick, to approve the request to fill positions. APPROVED

- 3) Receive and File Monthly Personnel Report for January 2014.**

Motion by McDonald, seconded by Herrick, to receive and file the Monthly Personnel Report for January 2014. APPROVED

- 4) #74 Grievance #02-74-14 dated 1/16/14: Dwyer & Knutson Written Reprimand.**

Panger explained an incident with a squad truck stuck in the snow at the Main Fire Hall that resulted in damage to the windshield of a Fire Department apparatus. Written reprimands were issued due to: failure to follow proper procedures to free the vehicle; using unauthorized non-fire department equipment, failing to follow safety best practices/and failing to notify the Commanding Officer prior to taking action.

McDonald asked if the Fire Department does their own plowing? Yes

Knutson referred to the accident report he filled out and explained the events that day. It had snowed 20 inches throughout the day and they had been plowing and shoveling trying to keep up with it. The squad truck

became stuck. They tried to free the truck by using a heavy duty chain from his personal truck. Due to packed snow and ice they could not free the squad truck. They decided to use one of the Fire rigs for more weight. The rear wheels kept spinning so they used sand under the wheels and tried again when the chain broke. They noticed the windshield in the rig was broken so they stopped and told the Battalion Chief what happened. At the same time they got a call-out and took a different rig. Fire Department Mechanic Cleary was called in and spent time clearing snow from the undercarriage of the squad truck. Cleary then used his work truck and the same size chain. With some more digging he was able to get the squad out. The next day Knutson and Dwyer were told to write a report on the accident and they were interviewed by the Chief.

Vollbrecht said that they filed a grievance based on the City's "Just Cause" language. There were no SOG's violated, there was no policy in place for plowing, and they have had no training on plowing. He added that it is common for the employees to use their own equipment or tools. Vollbrecht stated that the office was aware that the plow on the squad truck was not working properly. Dwyer and Knutson are top employees who receive commendations. They were not being careless, they were trying to help out so they could go out on calls. They were as careful as could be. As part of the discipline Knutson's promotional probationary period was extended 6 months. He was supposed to be notified prior to his probationary period end date. He was notified afterwards.

McDonald asked if they usually call Cleary to help when they are stuck? She also asked if there was a procedure?

Knutson replied that they usually do it themselves.

Vollbrecht said that there wasn't a procedure until now. The Union's remedy to the grievance is to lower the discipline to a verbal warning, and overturn the extended probationary period for Knutson.

Koneczny added that there is a concern of safety and what could've happened with the chain hitting the windshield.

Motion by Herrick, seconded by McDonald, to refer this item to Closed Session and move into Closed Session at 4:50 P.M. APPROVED

Motion by McDonald, seconded by Herrick, to move back into Open Session at 5:36 P.M. APPROVED

4) #74 Grievance #02-74-14 dated 1/16/14: Dwyer & Knutson Written Reprimand.

Motion by McDonald, seconded by Herrick, to deny the grievance. APPROVED

Motion by Herrick, seconded by McDonald, to adjourn at 5:44 p.m. UNANIMOUSLY APPROVED