

**VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN**

(Final Minutes)

Human Resources Committee Meeting

April 20, 2023

The Human Resources Committee meeting was called to order by Chairman Pat Kenny at 10:00 am on Thursday, April 20, 2023.

Members Present: President Pat Kenny, Trustee Petersen

Members Absent: Trustee McGreevy

Also Present: Police Chief Jeff Cates, Asst. Fire Chief Jon Kemmett, Administrator Theresa Loomer, Deputy EMS Chief Rick Manthy, Fire Chief Wolf Nitsch, Treasurer Liz Baumann

General Business

Approval of Minutes from February 2, 2023

Trustee Petersen/President Kenny 2nd made a MOTION to approve the minutes from the February 2, 2023, meeting, as presented, and the MOTION carried without negative vote.

Update on Life Insurance Premiums – Past Payments

Treasurer Liz Baumann explained that upon researching life insurance premium payments, she noticed the village had been mistakenly paying spouse and children units of life insurance for at least the past ten years. Once this error was caught, it was corrected, and now employees that have elected child and spouse life insurance are paying their portion of the premium. Since this error began more than ten years ago, Administrator Loomer stated that rather than going back to collect the funds the change was made and would apply going forward.

Discussion or Action on Exit Interview Policy and Proposed Questions

Administrator Loomer stated she gathered exit interview questions from the SHRM website. The list was distributed to the committee members. The HR Committee recommended that exit interviews be offered to all exiting employees and held with the HR Committee, when possible, otherwise held with the Village President and Administrator.

Trustee Petersen/President Kenny 2nd made a MOTION to recommend Village Board approval of the Exit Interview Policy and Proposed Questions, as discussed, and the MOTION carried without negative vote.

Discussion or Action on Proposed Modification of DPW Overtime Policy in Handbook

The public works dept. employees earn overtime on hours worked over 40 hours per week with the exception of weekends, which are paid at the overtime rate. During a few rare instances, DPW staff have been unable to earn overtime during the week because they used other pre-planned benefit time during the same week (typically a pre-scheduled doctor's appointment). DPW Director Day stated this does not happen often and would like to have flexibility with his staff when it does present an issue. Chapter 9.1 of the Employee handbook was amended to read, "Time off on sick leave, vacation leave, or any leave of absence will not be considered actual hours worked for purposes of performing overtime calculations, unless approved by the DPW Director and Administrator."

Trustee Petersen/President Kenny 2nd made a MOTION to approve the handbook modification to Section 9.1 (DPW) Work Schedule, as presented, and the MOTION carried without negative vote.

Discussion or Action on Fire Chief Letter of Resignation/Retirement

Chief Nitsch presented to the committee his notice to retire by the end of the year.

Trustee Petersen/President Kenny 2nd made a MOTION to recommend the Village Board accept the retirement notice of Fire Chief Wolfgang Nitsch. The MOTION carried without negative vote.

Discussion or Action on New or Revised Position Descriptions for Firefighter EMT/EMT-A, Firefighter/Paramedic and Deputy Fire Chief Positions

Administrator Loomer stated the Firefighter/EMT/EMT-A and Firefighter/Paramedic job descriptions had been updated to remove the requirement of a valid Wisconsin driver license, and require only valid driver license, and add the requirement to hold and maintain a Wisconsin EMT/EMT-A and Wisconsin Firefighter II certification. The new job description for the Deputy Fire Chief Position was presented and is based on the previously approved Fire Chief Position.

Trustee Petersen/President Kenny 2nd made a MOTION to recommend Village Board approval of the Firefighter EMT/EMT-A, Firefighter/Paramedic and Deputy Fire Chief Position descriptions, as presented, and the MOTION carried without negative vote.

Discussion or Action on Part-Time Staff WRS Enrollment

Administrator Loomer stated that she and the Fire Chiefs have discussed allowing part-time Fire/EMS staff to work enough hours to qualify for WRS. An employee currently must work over 1200 hours in a rolling calendar year to qualify for WRS. Although the Village would also have to offer health insurance to an employee that qualifies for WRS, the employee portion of the rate would be 75% and since most part-time Fire/EMS staff work fulltime at another department, it is unlikely a part-time employee would elect to take health insurance so there is only a small risk of the added expense. This model has worked well in the City of Lake Geneva and if the Village of Fontana is able to attract and retain part-time staff, it helps to reduce operational expenses for a full-time employee.

Trustee Petersen/President Kenny 2nd made a MOTION to allow part-time fire staff to work the required minimum number of hours to become eligible for WRS. The MOTION carried without negative vote.

Discussion or Action on Benefited Part-Time Staff Definitions

Administrator Loomer explained that if the Village allows some part time staff to become eligible for WRS, there should either be separate definitions occasional and regular part-time staff, or WRS eligible part-time staff should be defined separately in the handbook. She stated she will bring back a proposal at the next monthly meeting.

Discussion or Action on FLSA Compensation and Overtime Requirements

This item was discussed in closed session.

Trustee Petersen/President Kenny 2nd made a MOTION to recommend Village Board Approval to increase the Fire Chief's salary to the FLSA threshold of \$35,568 annually and lump their call and meeting time into the salary for the remainder of 2023 and readdress during the budget process for 2024.

Discussion or Action on Police Investigator Cell Phone Stipend per WPPA Contract

Administrator Loomer stated now that the Investigator Position has been filled, the WPPA Contract states that a cell phone stipend may be awarded. Chief Cates recommended matching the amount the Sergeant receives.

Trustee Petersen/President Kenny 2nd made a MOTION to recommend the Investigator position receive a cell phone stipend equal to the Sergeants cell phone stipend, currently \$45 per month, and the MOTION carried without negative vote.

Discussion or Action on Police Non-Union Compensation

This item was discussed in closed session.

Trustee Petersen/President Kenny 2nd made a MOTION to award a uniform allowance to the Police Dept. Administrative Assistant in an amount equal to what is included in the WPPA union contract. The MOTION carried without negative vote.

Discussion or Action on Revisions to Organizational Chart

Loomer stated that some staffing positions have changed since approval of the last organizational chart and stated she will begin updating the chart for approval at a future meeting.

Closed Session

Trustee Petersen/President Kenny 2nd made a MOTION to go into closed session at 10:19 am pursuant to Wis. Stats. Chapter 19.85(1)(c), “considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility,” specifically Police Non-Union Compensation and Fire Chiefs Compensation.

The Roll Call vote was as follows:

President Kenny – Aye

Trustee Petersen – Aye

The MOTION carried on a 2-0 vote with Trustee McGreevy Absent

Next Meeting Date

The next meeting date is To Be Determined.

Adjournment

Trustee Petersen/President Kenny 2nd made a MOTION to adjourn the meeting at 10:31 am and the MOTION carried without negative vote.

Minutes prepared by: Theresa Loomer, Village Administrator

Note: These minutes are subject to further editing. Once approved by the Human Resources Committee, the official minutes will be kept on file at the Village Hall.

APPROVED: 05/31/2023