

**VILLAGE OF FONTANA ON GENEVA LAKE  
WALWORTH COUNTY, WISCONSIN  
(Final Minutes)  
Human Resources Committee Meeting  
September 7, 2023**

The Human Resources Committee meeting was called to order by Chairman Pat Kenny at 9:00 am on Thursday, September 7, 2023.

**Members Present:** President Pat Kenny, Trustee Petersen

**Members Absent:** Trustee McGreevy

**Also Present:** Administrator Theresa Loomer, Asst. Fire Chief Jon Kemmett, Treasurer Liz Baumann

**General Business**

**Approval of Minutes from August 3, 2023**

Trustee Petersen/President Kenny 2<sup>nd</sup> made a MOTION to approve the minutes from the August 3, 2023, meeting, as presented, and the MOTION carried without negative vote.

**Fire Chief and Deputy Fire Chief Job Descriptions**

With the pending retirement of Fire Chief Wolf Nitsch, and the evolution of the full-time department, the Fire Chief and Deputy Fire Chief Job Descriptions have been updated. Loomer stated she has worked with Employment Attorney Jim Carroll to revise the position descriptions. Once the updated position descriptions are adopted by the village board and the PFC adopts policies and procedures, the Village may begin the process of hiring a new fire chief.

**Discussion or Action on EMS/Fire Shift Lead Pay**

Loomer stated the Finance Committee has already recommended approval of the increase of the “Shift Lead” pay from \$1 to \$3 per hour for employees off probation and assigned to role. The “Shift Lead” positions assign extra responsibilities and help the Chiefs determine who may excel as future leaders in lieutenant or captain’s positions and provide an additional monetary incentive with the goal of promoting retention. Trustee Petersen/President Kenny 2<sup>nd</sup> made a MOTION to recommend Village Board approval of the \$2 per hour increase for the Shift Lead, as presented, and the MOTION carried without negative vote.

**Closed Session**

Trustee Petersen/President Kenny 2<sup>nd</sup> made a MOTION to go into closed session at 9:05 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, Public Works Street Foreman.

The Roll Call vote was as follows:

President Kenny – Aye

Trustee Petersen – Aye

MOTION carried on a 2-0 vote with Trustee McGreevy absent.

**Closed Session Business**

Trustee Petersen/President Kenny 2<sup>nd</sup> made a MOTION to recommend approval of a salary adjustment without requirement of a signed retirement agreement for the Village Street Foreman, as discussed in Closed Session, and the MOTION carried without negative vote.

**Next Meeting Date**

The next meeting date is To Be Determined.

**Adjournment**

Trustee Petersen/President Kenny 2<sup>nd</sup> made a MOTION to adjourn the meeting at 9:07 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: 09/27/2023