

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

**(Final Minutes)**

**Human Resources Committee Meeting**

November 23, 2022

The Human Resources Committee meeting was called to order by Chairman Pat Kenny at 10:00 am on Wednesday, November 23, 2022.

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

**Also Present:** Theresa Loomer, Chief Jeff Cates, Kevin Day

**General Business**

**Approval of Minutes from September 28, 2022**

Trustee Petersen/Trustee McGreevy 2<sup>nd</sup> made a MOTION to approve the minutes from the September 28, 2022, meeting, as presented, and the MOTION carried without negative vote.

**EMS/Fire Vacancies and Anticipated Hiring Schedule**

Chief Nitsch stated the additional position vacancies will be posted next week with an application deadline of January 1, 2023. Eligible candidates must go through the PFC hiring process and be approved by the Village Board. Chief Nitsch stated he anticipates the entire hiring process will take three to four months.

**EMS/Fire Shift Lead Proposal**

Chief Nitsch stated that with fulltime staffing he recommends creating a Shift Lead position on each 24-hour shift on a rotating monthly basis. The Shift Lead will be the point person and the person responsible for making sure all tasks and duties are completed. Chief Nitsch stated he intends to appoint all staff members as Shift Lead over the next year, and once fully staffed, potentially recommend a permanent position. The committee discussed an appropriate stipend for the position. Deputy Chief Manthy stated \$1 per hour stipend had been budgeted for the Shift Lead position in 2023.

Trustee Petersen/Trustee McGreevy 2<sup>nd</sup> made a MOTION to recommend Village Board approval of an EMS/Fire Shift Lead Position with a \$1 per hour stipend, and the MOTION carried without negative vote.

**Proposed EMS/Fire Chief Split Position**

With a fulltime EMS/Fire Department covering two municipalities, Chief Nitsch recommended the need to eventually hire a fulltime chief, but in the interim recommended creating two part-time chief positions. Chief Nitsch will remain in his current capacity as part time chief and Deputy Chief Manthy would increase his hours at the Department for greater supervision. Both chiefs would be expected to work 20 – 30 hours per week for greater employee supervision.

**Proposed Modification of EMS/Fire Officer Stipend and Pay Schedule**

The current Fire Officer pay schedule was established when the Department was strictly volunteer. The Fire Officers are afforded an annual stipend for the additional work. Chief Nitsch proposed eliminating the officer pay schedule and instead increasing the hourly compensation for officers, however, staff was unable to determine the affect on the budget prior to the meeting. This item will be discussed at next month's meeting.

**Discuss Revisions to Vacation Schedule**

Loomer distributed the Village's current vacation schedule which is 22 years old. In most cases, staff must wait several years for an increase in accrued vacation time. For example, there is a four-, six-, and eight-year waiting period for additional weeks of vacation. Loomer stated she has obtained several

recently updated vacation schedules from other municipalities and many of them offer smaller increases but more often. The Committee members were in favor of the idea and directed Loomer to bring back a proposed vacation schedule to the next meeting.

**Reconsider COVID Policy Paid Time Off**

Loomer stated that in September 2020, the Village Board allowed staff to take time off for Covid without using benefit time. There have been a few staff members that have utilized this several times now and she encouraged a stricter policy or requiring staff to use sick time. The current CDC guidelines recommend 5 days of isolation after testing positive. The committee recommended allowing 5 days of paid time off without using benefit time per year for positive Covid cases.

Trustee McGreevy/Trustee Petersen 2<sup>nd</sup> made a MOTION to recommend the Village Board revise the Covid policy to allow five paid days off per year without using benefit time for positive Covid cases. The MOTION carried without negative vote.

**2023 Employee Wages**

This item was discussed in closed session.

Trustee Petersen/Trustee McGreevy 2<sup>nd</sup> made a MOTION to recommend Village Board approval of 2023 wages, as discussed in closed session, and the MOTION carried without negative vote.

**Closed Session**

Trustee McGreevy/Trustee Petersen 2<sup>nd</sup> made a MOTION to go into closed session at 10:33 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,” 2023 Employee Wages.

The Roll Call vote was as follows:

President Kenny – Aye

Trustee McGreevy – Aye

Trustee Petersen – Aye

The MOTION carried on a 3-0 vote.

**Adjournment**

Trustee Petersen/President Kenny 2<sup>nd</sup> made a MOTION to adjourn the meeting at 10:45 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: 12/19/2022