

VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN
(Final Minutes)
Human Resources Committee Meeting
December 19, 2022

The Human Resources Committee meeting was called to order by Chairman Pat Kenny at 2:00 pm on Monday, December 19, 2022.

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

Also Present: Administrator Theresa Loomer, Public Works Director Kevin Day, Fire Chief Wolf Nitsch, Treasurer Liz Baumann

General Business

Approval of Minutes from November 23, 2022

Trustee Petersen/Trustee McGreevy 2nd made a MOTION to approve the minutes from the November 23, 2022, meeting, as presented, and the MOTION carried without negative vote.

Proposed Modification for EMS/Fire Officer Stipend and Pay Schedule

Chief Nitsch explained that along with transitioning to a full-time department, he is proposing to eliminate officer pay stipends and instead increase the hourly rate for the individuals that hold those positions. The assistant chief's pay is proposed to increase by \$2.50 per hour and the captains pay by \$1 per hour. Staff reviewed past years officer stipends expenses and the proposed rates will stay within the 2023 budget. In the past, officers would record their time worked, but would not collect pay until they reached the hours that make up the officers pay. The proposed format would reward the officers that are putting in the hours. Any large projects or unanticipated work that would cause the officers to go over budget would come to the HR or Finance committee for approval.

Trustee McGreevy/Trustee Petersen 2nd made a MOTION to recommend the Village Board approve the proposed modification for the EMS/Fire officer stipend and pay schedule, as presented, and the MOTION carried without negative vote.

Proposed Handbook Clarification for Fire/EMS Funeral Leave Policy

Loomer stated the Funeral Leave Policy in the employee handbook calls for up to three days off but should be clarified for Fire/EMS staff who work 24-hours on 48-hours off. The committee agreed to allow Fire/EMS staff 24 hours of funeral leave which can be taken at once or broken up into no more than three 8-hour intervals of time off.

Trustee McGreevy/Trustee Petersen 2nd made a MOTION to recommend the Village Board approve clarifying the Funeral Leave Policy for Fire/EMS staff for up to 24 hours off, which can be broken up into no more than three 8-hour shifts upon the Fire Chief's approval. The MOTION carried without negative vote.

Proposed Handbook Clarification for Fire/EMS Holiday Pay

Loomer recommended clarification in the employee handbook so that it matches the way Fire/EMS staff are paid when they work overtime on a holiday. Staff that works holidays are paid 1.5x their normal hourly rate and staff that work overtime on a holiday earn 2x their normal hourly rate. The committee recommended making that clarification in the handbook.

Trustee Petersen/Trustee McGreevy 2nd made a MOTION to recommend the Village Board approve clarifying the pay rate for EMS/Fire employees that work overtime on a holiday in the employee handbook, as presented, and the MOTION carried without negative vote.

Proposed Modification of DPW Overtime Policy

DPW Director Kevin Day stated he is proposing modifying the overtime policy for DPW staff. The current policy allows DPW staff to earn overtime after they have physically worked more than 40 hours in a week. Day indicated he needed additional time to put together a policy to present to the HR Committee.

Trustee Petersen/Trustee McGreevy 2nd made a MOTION to table the proposed modification of DPW overtime policy, and the MOTION carried without negative vote.

Recommend Revisions to Vacation Schedule

Loomer stated that according to the current vacation schedule, staff must wait more than two years to earn two weeks’ vacation; four additional years to earn three weeks’ vacation; six additional years for four weeks’ vacation; and eight additional years for five weeks’ vacation. She recommended offering two weeks’ vacation during the second year of employment and implementing additional vacation accrual of one or two days after years 4, 10, 15 and 17. Based on the proposed village vacation schedule, an additional schedule for Fire/EMS with 12-hour or 24-hour increment steps was proposed to match.

Trustee Petersen/Trustee McGreevy 2nd made a MOTION to recommend the Village Board approve the revised vacation schedule for regular full-time staff and Fire/EMS staff, as presented, and the MOTION carried without negative vote.

Adjournment

Trustee Petersen/President Kenny 2nd made a MOTION to adjourn the meeting at 2:37 pm 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: 02/02/2023