

-APPROVED-

MINUTES  
PERSONNEL COMMITTEE MEETING  
July 19, 2022, at 12:40 p.m.

MEMBERS PRESENT: John DeCramer, Craig Schafer (via Zoom)

MEMBERS ABSENT: Steven Meister

STAFF PRESENT: Sheila Dubs, Human Resource Manager and  
Jim Marshall, Director of Public Safety

The meeting was called to order by Chairman DeCramer at 12:45 PM.

MOTION BY Schafer, SECONDED BY DeCramer to approve the Minutes of the February 23, 2022 meeting. ALL VOTED IN FAVOR 2-0.

Chairperson DeCramer requested Jim Marshall, Director of Public Safety, introduce the agenda item under consideration, consider approval of the Fire Department's amended organizational structure and wage schedule.

Director Marshall reviewed the proposal. The proposal requests to amend the job titles for three of the command positions. Marshall explained that this proposal does not add personnel, rather, it serves to clarify the duties and responsibilities of the command structure. The proposal seeks to change the three (3) Assistant Chief positions into 1 Assistant Chief of Training, 1 Assistant Chief of Operations, and 1 Deputy Fire Chief. The Committee reviewed the job descriptions. Human Resource Manager Dubs reviewed the proposed wage schedule, which seeks to amend the wage schedule for the Deputy Fire Chief, with a starting annual pay rate of \$5,077.10, which is a \$1,000 (annual) increase over the Assistant Chief pay rate in 2022. Thereafter, the pay rate would be adjusted per Council's prior direction for paid-on-call employees—3% for 2023 and 3% for 2024. The Assistant Chief of Training and Assistant Chief of Operations pay rates would remain unchanged.

Director Marshall explained that due to an employee retirement and a resignation, there are currently two open command positions. HR would work with the Fire Chief to open the Deputy Chief of Administration position for applications first, and following that selection process, the Assistant Chief position(s) would then follow.

Councilmember DeCramer requested clarification on the succession of the command role at a fire/emergency scene and requested the job description clarify that succession. Councilmember Schafer commented that the department budget for wages is fluid from year to year based on the number of calls for service and indicated support for the proposal.

The Committee also discussed the pay rate for the Technical Rescue Firefighter. It was suggested that the wage rate for this position be increased with this organizational change. Director Marshall recommended the wage rate for the Technical Rescue Firefighter be the same as the Hazardous Materials Technician/Firefighter. The Committee indicated agreement.

MOTION BY Schafer, SECONDED BY DeCramer to approve the amendments to Fire Department organizational structure and the wage schedules for 2022-2024. ALL VOTED IN FAVOR 2-0.

MOTION BY Schafer, SECONDED BY DeCramer to adjourn the meeting. Meeting adjourned at 1:10 PM. ALL VOTED IN FAVOR 2-0.

Respectfully Submitted,

Sheila Dubs  
Human Resource Manager