

**Human Resources Committee**  
**December 8, 2016**

The **Human Resources Committee** met Tuesday, December 8, 2016, at 5:00 p.m. in the Conference Room at City Hall. Present were Committee Members Susanne Galbraith, Kathy Wilcox, and Rick Huber. Excused was Jeff Erlenbusch. Also present were Mayor John Hollowell, City Clerk Lorrie Pearce, 911 Board Member Rex Phipps, County Commissioner Kevin Krausz, and Deputy City Clerk/HR Officer /Committee Recorder Linda Wilkins.

Committee Chairperson Kathy Wilcox called the meeting to order.

1. Request of Citizens

A. Police Admin Position Description (Dispatcher) – comments from Sheriff

911 Board Member Phipps and County Commission Krauss commented that it was important that all be aware of any activity going on in the Dispatch Center to ensure the safety of citizens in all communities serviced by the Dispatch Center.

Mayor Hollowell commented that all three agencies should be notified if something major were to occur that all were expected to be notified and this would be part of the duties of the Dispatch Supervisor.

Chairperson Wilcox suggested that language be added to the position description under Areas of Job Accountability and Performance “Attend all 911 Board meetings and will notify the Chief of Police, Sheriff Department and 911 Chairperson of any significant issue including but not limited to the operation of the dispatch center i.e., personnel, computers, RFPS, communication equipment.” Also a bulleted item will be placed under “Areas of Job Accountability and Performance” regarding administration of the software and 911 phone system.

*\*\*Committee Member Galbraith moved to approve the position descriptions to include the changes that were discussed and agreed upon, and seconded by Committee Member Erlenbusch. On roll call vote, motion **passed** 3-0.*

2. Committee Member Comments

None

3. Unfinished Business

A. City position descriptions reviews

The Committee began the review of Water/Wastewater Supervisor and Water/Wastewater Operator position descriptions. Chairperson Wilcox commented that due to the redundancy in the position descriptions that HR Officer Wilkins go back and bullet the specific duties.

*\*\*Committee Member Galbraith moved to have Human Resources redo the Water/Wastewater Supervisor position description and present it back to the Human Resource Committee with revisions, and seconded by Committee Member Huber.*

*Committee Member Galbraith amended her motion to include the Certified Water/Wastewater Operator, and seconded by Committee Member Huber.*

*On roll call vote, original motion as amended **passed** 3-0.*

B. Draft position descriptions template, City non-union positions – pended to Jan 2017

C. Development of wage scales for City non-union positions – pended to Jan 2017

D. CDL Requirements in City policy(ies)

There was discussion regarding whether firefighters were required to possess a CDL drivers' license. It was decided that there needs to be further research regarding the requirements.

*\*\*Committee Member Galbraith moved to pend this item to the next Human Resource Committee meeting so further research could be done, and seconded by Committee Member Huber. On roll call vote, motion **passed** 3-0.*

4. New Business  
None

5. Schedule Committee's Next Meeting: Thursday, Jan 5, 2017 5:00 pm

6. Adjournment

*\*\*Committee Member Huber moved to adjourn, seconded by Committee Member Galbraith. The motion passed unanimously.*

The meeting was adjourned at 4:55 p.m.

Respectfully submitted,

  
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Chairperson Kathy Wilcox

  
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Recorder Linda Wilkins