

# VILLAGE OF ELM GROVE

13600 Juneau Boulevard  
Elm Grove, WI 53122

ADMINISTRATIVE AND PERSONNEL COMMITTEE  
Monday, December 11, 2017 \* 7:30 AM \* Park View Room

## AGENDA

1. Call meeting to order
2. Review and act on meeting minutes dated September 11, 2017.

*Documents:*

[AP091117md.pdf](#)

3. **Closed Session**

Closed session as permitted under Wisconsin §19.85(1)(c) to consider employment, compensation data or performance evaluation data of any public employee over which the governmental body has jurisdiction and exercises responsibility more specifically wages and benefits of non-represented employees.

4. **Other Business**

5. **Adjourn**

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires that the meeting or materials for the meeting has to be in an accessible location or format must contact the Village Clerk, Mary S. Stredni, at 262-782-6700 or 13600 Juneau Boulevard by 3:00 PM Friday prior to the meeting so that any necessary arrangements can be made to accommodate your request.

NOTICE: It is possible that members of, and possibly a quorum of, other governmental bodies of the Village may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in the above notice.

**VILLAGE OF ELM GROVE  
ADMINISTRATIVE AND PERSONNEL COMMITTEE  
September 11, 2017**

Present: Chairperson Michalski, President Palmer, Trustee Domaszek, and Trustees Haas. Trustee Kressin was excused.  
Also Present: Village Manager David De Angelis, Fire Chief Bill Selzer, Monica Hughes and Tom Harrigan

**1. Call to Order**

Chairman Michalski brought the meeting to order at 7:32 a.m.

**2. Minutes**

President Palmer and Trustee Domaszek moved and seconded to approve the August 14, 2017 minutes. Motion carried.

**3. Review and Act on Fire Chief Paid On Call Program change proposal**

Chief Selzer reviewed his request to add a \$25 payment for volunteering to cover open positions above the individual's duty company on nights and weekend. Chief Selzer explained how it would work noting that the department continues to struggle with lower volunteer numbers. Evening and weekends are covered with 3 rotating duty companies. Because of lower department numbers and vacation/work commitments the minimum number desired on a company is not guaranteed. This would allow a \$25 payment for individuals signing up for unassigned positions on a voluntary basis. The committee discussed department pay and challenges of a volunteer department. Chief Selzer noted that in the past 10 years only one village resident has joined the department. Chief Selzer is proposing implementing this in the last quarter of 2017 noting that it is estimated that the current year budget for paid on call would be sufficient to fund this change. It was noted that the funding of the program in the future is really the challenge the village is facing. A second item concerning fire pay was the next item on the agenda, so the committee moved on to discuss and understand that request and how both of these would work for the department.

**4. Review and act on request to increase fire per call pay.**

Chairperson Michalski, a member of the fire department, had proposed at the prior meeting that consideration be given to increasing the amount received for responding to a fire call from \$25 to \$30. It was noted that there has been no increase in the past 20 years to the payment per call. Chairperson Michalski indicated that he believes this would show our current volunteers a commitment by the village to their service. The estimated cost if paid on last year's (2016) call volume would be approximately \$6500.

The committee discussed both proposals, how members are paid, budget constraints, future funding ability, and the challenges to our department. President Palmer moved and Trustee Haas seconded to recommend approval to the Village board of the implementation of Chief Selzer's proposal as soon as scheduling permits and implement the increase in pay per call to \$30 as of January 1, 2018. It was also noted that both proposals in the future a contingent on budget and available funding. Motion carried 4-0.

**5. Review and discuss Section 14 of Personnel Manual regarding EMT training.**

De Angelis reviewed the requested change regarding compensation of dispatchers when EMT training is scheduled during their regular working hours. Currently, they are required to take vacation or other leave as another dispatcher must be scheduled to take their shift.

Proposed language was submitted and the committee concurred. President Palmer and Trustee Domaszek moved and seconded to recommend change to personnel manual with language as submitted. Motion carried 4-0.

6. **Discussion regarding offering sleeping quarters to emergency personnel**  
Dave De Angelis reviewed a request by EMS Director Jon Robinson to offer sleeping quarters in fire department to overnight crew members if they reside outside of our service area. Mr. De Angelis indicated this would only be beds made available and not required. Use of the quarters must be 100% voluntary. Committee supported looking into this in more detail and how it could be done. Staff will look into this further working with department heads and the logistics within our building.
7. **Other Business**  
There was no other business
8. **Adjourn**  
Trustee Domaszek and President Palmer moved and seconded to adjourn at 8:15 a.m. Motion carried.

Respectfully submitted,

Monica Hughes  
Finance Director