



**VILLAGE OF JACKSON
PERSONNEL COMMITTEE MEETING AGENDA**

Tuesday, December 10, 2024 at 6:00 PM

Jackson Municipal Complex
Village Board Room
N168W19851 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call
2. Approval of Minutes for the Personnel Committee Meeting of September 19, 2024
3. Request for Creation of Police Aide Position - Jackson Police Department
4. Closed Session Pursuant to Wis. Stats. § 19.85(1)(e) “Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.”

The closed session is for the purpose of:

1. Discussing collective bargaining strategy and review of proposed terms of a successor agreement with the Jackson Professional Police Association
5. Reconvene in Open Session with Possible Action Related to the Subject of the Preceding Closed Session
6. Citizens/Village Staff to Address the Personnel Committee
7. Adjourn

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the Administration Department at the Jackson Municipal Complex at least one (1) business day prior to the meeting.

It is possible that members of the Village Board may attend the above meeting. No action will be taken by any governmental body at this meeting other than the governmental body specifically referred to in this meeting notice. This notice is given so that members of the Village Board may attend the meeting without violating the open meeting law.

MINUTES
PERSONNEL COMMITTEE MEETING
Thursday, September 19, 2024 at 6:00 PM

1. Call to Order and Roll Call

The meeting was called to order at 6:00 PM by Pres. Heckendorf.

Members Present: Pres. Heckendorf, Tr. Emmrich, Tr. Kruepke

Members Excused: None

Members Absent: None

Staff Present: Administrator Jen Heidtke, Chief Aaron Swaney and Deputy Clerk Pamela Wolf

Trustees Present in Audience: None

2. Approval of Minutes for the Personnel Committee Meeting of August 15, 2024.

The motion to approve Minutes for the Personnel Committee Meeting of August 15, 2024 was made by Tr. Emmrich and seconded by Tr. Kruepke.

Vote: 3 ayes, 0 Nays. Motion carried.

3. Review and Discussion of Amendments to Various Sections of the Village of Jackson Employee Handbook and Adoption of the Revised Employee Handbook, Effective January 1, 2025

The motion to recommend the Village Board approve the Adoption of the Revised Employee Handbook, with an effective date of January 1, 2025, was made by President Heckendorf and seconded by Tr. Kruepke.

Administrator Heidtke reviewed staff edits and explained that, should the Village Board approve the revised Employee Handbook, it will be made available to all employees for review and comment until October 31, 2024. Employees will then sign an acknowledgment prior to the January 1, 2025, effective date.

Vote: 3 ayes, 0 Nays. Motion carried.

4. Proposed Staffing Adjustments - Fire Department

Administrator Heidtke provided background information of the two proposed options for adjusting staffing at the Fire Department. Chief Swaney presented the pros and cons of the POP (Paid on Premise) proposal and advised that it is his opinion that another full-time staff member is the preferred route.

Discussion continued between the body and staff.

The motion to direct staff to draft the 2025 budget to include an additional full-time firefighter/paramedic and with approval of the same upon the adoption of the 2025 Budget by the Village Board, was made by President Heckendorf and seconded by Tr. Emmrich, based on the following criteria;

1. The position shall not be filled prior to July 2025.
2. The position shall not be posted until a final approval has been granted by the Personnel Committee and Village Board.
3. The position is pending the outcome of the EMS and Fire Services Study currently underway with Washington County.

After further discussion, President Heckendorf amended the motion to include that, should the outcome of the EMS and Fire study be delayed beyond July 2025, the Board would proceed with posting the position.

The Committee further discussed the hiring process and President Heckendorf amended the motion a second time:

The motion to direct staff to draft the 2025 budget to include an additional full-time firefighter/paramedic and with approval of the same upon the adoption of the 2025 Budget by the Village Board based on the following criteria;

1. The position shall not be filled prior to July 2025.
2. The position shall not be posted until final approval has been granted by the Personnel Committee and Village Board.
3. The position is pending the outcome of the EMS and Fire Services Study currently underway with Washington County. Should the EMS and Fire Study be delayed, posting of the position would begin no later than March 31, 2025, for the position to be filled for employment to commence in July 2025.

The motion was restated by Pres. Heckendorf and a second re-affirmed by Tr. Emmrich.

Vote: 3 ayes, 0 nays. Motion carried.

5. Citizens/Village Staff to Address the Personnel Committee

None.

6. Adjourn

The motion to adjourn the meeting was made by Tr. Kruepke and seconded by Tr. Emmrich.

Vote: 3 ayes, 0 nays. Motion carried. The meeting was adjourned at 6:59 PM.

Respectfully Submitted,
Pamela Wolf - Deputy Clerk



JACKSON POLICE DEPARTMENT

N168W19851 MAIN STREET, JACKSON, WI 53037

Integrity - Respect - Courage

RYAN D. VOSSEKUIL
CHIEF OF POLICE

PHONE: (262) 677-4949
FAX: (262) 677-8570

MEMO

To: Administrator Heidtke
From: Chief Vossekuil *RV*
Subject: Approval of Job Description for Police Aide
Date: November 5, 2024

I've attached a draft job description for a paid police aide position. The creation of this position would provide us with an advantage to begin the on-boarding/ training process for new recruits prior to their attendance at the police academy. The police aide position would place the Village of Jackson in a more competitive position as we compete with other employers over a limited pool of qualified applicants.

No additional funds are needed to fund this position. The police aide position would only be filled in the event we have a vacancy and are hiring an officer to send to the police academy. The surplus created by the vacancy would offset the costs of filling the police aide position. This is a non-sworn, non-represented, at-will position.

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION:	Police Aide
DEPARTMENT:	Police Department
IMMEDIATE SUPERVISOR:	Police Lieutenant
CLASSIFICATION:	Limited Term Employment Position

GENERAL POSITION DESCRIPTION:

The Police Aide serves the Police Department as a uniformed civilian employee in an apprentice style program designed to prepare them for a career as a police officer. The duties and assignments are widely varied so that the aide can experience a wide range of operational and administrative functions. A Police Aide possess no powers of arrest and will not be utilized to perform any procedures requiring contact with a subject(s) in police custody. The Police Aide is under the daily supervision of the Lieutenant.

LICENSE/CERTIFICATION REQUIREMENTS:

Must be a United States citizen and at least 18 years of age.

Must possess a valid Wisconsin Driver's License.

Ability to fulfill the requirements of the job description.

Must be able to pass a police background check.

EDUCATION/CONTINUING EDUCATION:

Must possess at minimum a High School Diploma or General Education Degree (GED). Preference will be given to candidates who are currently enrolled in Police Science or Criminal Justice collegiate courses of study.

SKILLS, KNOWLEDGE, AND ABILITIES:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, directives and policy and procedure manuals.

Ability to write comprehensive written reports when necessary.

Ability to speak effectively and professionally with members of the general public as well as with employees of the organization.

Ability to add, subtract, multiply and divide standard units of measure, using whole numbers, common fractions, percentages and decimals.

Ability to reasonably utilize a variety of computer software programs available for department use.

Ability to learn and apply a variety of State traffic laws and Municipal Ordinances as well as department policies and procedures pertaining to the storage of evidence and recovered property.

Ability to accurately file documents, and the ability to retrieve the contained data for future use.

Ability to organize and maintain records, and effectively prioritize work assignments.

Ability to perform a wide variety of duties in an accurate fashion under exacting deadline pressure.

Ability to apply common sense understanding to carry out detailed, but uninvolved written or oral instructions, as well as the ability to deal with problems involving a few concrete variables in standardized situations.

SPECIFIC POSITION RESPONSIBILITIES:

Provide Community Based Services.

Assist with investigating and enforcing the provisions of the following ordinances of the municipal code:

- Animal violations
- Parking regulations
- Snow and ice removal violations
- Littering violations
- Storage of junk vehicles
- Abandoned refrigerators

Shuttle police vehicles to vendors for repairs, service and emission testing.

Clean and detail fleet vehicles.

Perform weekly squad checks, stock forms, supplies, and maintain inventory on hand.

Stock/re-stock medical kits in fleet vehicles and throughout the department.

Clean garage and storage areas.

Pick up stray animals.

Take custody of lost and found property.

Serve municipal subpoenas issued by the municipal court.

Assist the public by performing vehicle lockout services.

Fingerprint non-custodial citizens.

Provide traffic and crowd control and crossing guard assistance as needed.

Clerical duties as assigned.

Assist at special events.

Other duties as assigned.

PHYSICAL REQUIREMENTS:

Ability to coordinate eyes, hands, feet and limbs.

Ability to exert moderately heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.

Ability to sustain prolonged visual concentration and ability to stand for long periods of time.

Must be able to sit, stand, and/or walk for prolonged periods.

Must be able to move throughout the Village in all weather and temperature conditions.

Must be able to reach in all directions and bend/stoop/climb to perform physical work and be comfortable entering confined spaces when required.

Must be able to frequently lift and/or move up to 100 pounds and exert enough force to control resisting suspects.

Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is regularly required to talk and hear.

LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION:

Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment.

Ability to compare, count, differentiate, measure and sort information.

Ability to assemble, copy, record and transcribe data and information.

Ability to utilize a wide variety of descriptive data and information, such as work orders, survey reports, time and equipment records, equipment operating/repair manuals, blueprints and maps.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Ability to communicate well and concisely orally and in writing with colleagues and the general Public.

Must be able to assume responsibility and work with independence and work as a team member and understand timeliness.

ENVIRONMENTAL ADAPTABILITY:

Ability to work under moderately unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, noise, wetness, machinery, explosives, precarious places, confined spaces, electrical currents, traffic hazards and/or dust may cause or causing discomfort and where there is a risk of injury. The noise level in the work environment is usually moderate, but there is periodic exposure to loud noises from sirens and weapons.

EQUIPMENT USED:

Keyboard, computer, copy machine, calculator, fax machine, records management systems, dictation equipment, audio/video recording equipment, departmental email, evidence packaging and logging systems, and other basic office equipment as required. Telephones, cellular telephones, radio consoles, portable radios, mobile data computers, and other position related communication equipment. Fleet vehicles and unmarked vehicles, from time to time. First aid equipment, personal protection equipment (PPE), automated external defibrillator (AED), and other position related medical apparatus/equipment.

Employee's Signature

Supervisor's Signature

Date

Date