

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