

Joint Village Board/Personnel Meeting Minutes – October 3, 2016

On October 3, 2016, the Village of Colfax Joint Board/Personnel meeting was held at 5:30 p.m. at the Village Hall, 613 Main Street. Members present: President Gunnufson (6:00 p.m.), Trustees Halpin, Wolff, Schieber, Burcham and Gunnufson. Excused: Trustees Davis and Rihn. Others present: Public Works Director Bates, Colfax Rescue Squad Director Knutson, LeAnn Ralph with the Messenger and Administrator-Clerk-Treasurer Niggemann. Chair Halpin called the meeting to order at 5:52 p.m. and President Gunnufson took over after he arrived.

Public Appearances – none.

Public Works Laborer – Consideration for a full-time position vs. 32 hour position – Bates explained that it was difficult getting applicants when Public Works posted the seasonal position during the summer of 2016. It would be in the best interest of the Village to get a full time person hired to allow for training on large equipment and to start the water and wastewater certifications. Bates does not want to be left in the same situation as another municipality where personnel changes caused the Public Works to be left with untrained and uncertified employees. Committee discussed the charts with estimated annual costs to hire full time.

A motion was made by Trustee Wolff and seconded by Trustee Halpin to approve the hiring of a full time Public Works laborer effective after January 1st, 2017 with a pay range of \$16 to \$19 per hour. Voting For: Trustees Burcham, Schieber, Wolff, Halpin and Gunnufson. Voting Against: none. Motion carried.

Part-time EMT's – Review 2016 Coverage and Pay Structure - Knutson felt that changing from volunteer to part-time EMT's allowed for a lot less gaps in the schedule. He feels that the scheduling has been going very well. The committee discussed the Fair Labor Standards laws in reference to sleep time for EMT's that work twenty-four (24) constitutive hours. The law allows for eight hours of sleep time to be deducted from paid hours if the sleep time is uninterrupted. The committee agreed with Knutson that we should continue paying for sleep time because it would affect coverage.

Closed Session - A motion was made by Trustee Halpin and seconded by Trustee Schieber to convene into closed session pursuant to WI Statutes 19.85(1) (c) considering the employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises and pursuant to WI Statutes 19.85(1) (f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) Applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

a. Fair Labor Standards Act changes relative to the Rescue Squad Director position
Voting For: Trustees Halpin, Wolff, Schieber, Burcham and Gunnufson. Voting Against: none.
Motion carried.

Open Session – Motion to convene into open session to take any action resulting from the closed session.

- a. Fair Labor Standards Act changes relative to the Rescue Squad Director position

The Village Board unanimously agreed that if the Fair Labor Standards Overtime Law is not appealed, effective December 1, 2016, the Rescue Squad Director position will go to an hourly position with the same rate of pay, \$19.00 per hour.

Adjourn: A motion was made by Trustee Halpin and seconded by Trustee Schieber to adjourn the meeting at 7:28p.m. All voted yes.

Meeting adjourned.

Scott Gunnufson, Village President

Attest: Lynn Niggemann
Administrator-Clerk-Treasurer