

Present were Committee Members: Trustee Willing (arrived at 5:55 pm), Trustee Wanggaard and Trustee Prott. Also Present: Chief Roeder, Battalion Chief Jeff Henningfeld, Village Administrator Tom Christensen, HR Toni Muise, Captain Brian Wall, Public Works Director Tom Lazcano, and Utility Districts Director Tony Bunkelman.

1. Call to order

Trustee Prott called the meeting to order at 5:50 p.m., at the Caledonia Village Hall, 5043 Chester Lane.

2. Approval of minutes

Motion by Trustee Wanggaard to approve the minutes of January 10, 2018 and January 24, 2018. Seconded by Trustee Prott. Motion carried unanimously.

3. Fire Department Safer Grant

Chief Roeder played a video presentation regarding the National Fire Protection Association (NFPA) 1710 and minimum requirements relating to the Fire Department, such as staffing and adequate response times. There was also discussion about the Staffing for Adequate Fire and Emergency Response Grants (SAFER) which was created to provide funding to Fire Departments to help them increase/maintain the number of firefighters on staff. The goal of SAFER is to improve the local Fire Departments abilities to meet the terms with staffing, response and operational standards established by the NFPA. The standard response time has an objective of four minutes or less for arrival. Staffing requirements for fires are:

- Single-Family Dwelling — minimum of 15 members
- Shopping Center — minimum of 28 members
- Apartment — minimum of 28 members
- High-Rise — minimum of 43 members

Christensen explained they applied and held the SAFER grant for a number of years, but ran out the grant when the contract with Wind Point and North Bay came forth. We were able to keep those firefighters with no additional cost. Battalion Chief Henningfeld stated that the last SAFER grant they received had no strings attached, and was granted the funds to retain two positions. SAFER grants no longer work like that. There will be a 3 year stipulation of performance; federal funds will be limited to 75% of the first year cost of the firefighter (pension, health, wages). Third year is 35%. If we don't meet that cost, they cap it down to 75% of that cost (75% of 90,000 opposed to 100,000 if not all used). It's still a good deal for first year expenses. During that period the Village would need to maintain employment, no layoffs, and retirements would need to be filled immediately. Level of service has to remain the same or the grant would be cut. The grant doesn't

include equipment cost or overtime incurred; it only pays for wages and training of that employee. These figures are based on the current wages – per position it would cost around \$85,000.

There is an issue with understaffing in the Caledonia Fire Department. Mount Pleasant has pulled back on automatic aide, which means that when the alarm went off they would automatically respond with us. They chose to cut that back to only one station jurisdiction which only covers 4 Mile Road south to Hwy K area and anything west of Highway 31 to the Interstate. It doesn't mean we can't use them for resources; we may still call upon them if there is an emergency.

Current minimum staffing is at 10 employees per day, and maximum staffing is at 13 employees. With FMLA, sick time and holidays, there are times when only 11 is the maximum amount of staff. They are short of the recommendation, and don't have the assistance of Mount Pleasant. South Shore currently staffs with 14, City of Racine has 34+, Oak Creek has 12-1 (12 being the staff, and 1 being the Battalion Chief), Franklin has 10-1 (10 being the staff, and 1 being the Battalion Chief), and they are seeking to put 9 additional members on through referendum. Our neighboring departments are at the recommend amount or short themselves, which poses a problem if they aren't available to assist in an emergency. With Mutual Aide they may help us, but can turn us down if busy. Trustee Wanggaard asked about back filling. Battalion Chief Henningfeld stated we are only backfilling on structure fires. Chief Roeder calls back individuals when crews are out to be able to have staff to dispatch in case of an additional event.

Ultimately they're seeking additional staffing, and would like to apply for the SAFER grant, or are open to consolidation; the decision would be up to the Village Board. Chief Roeder wanted to bring this forth now, so that we may get the discussion rolling before the demand is urgent. Christensen stated expanding the capacity isn't a bad thing, and wants a budget that would be able to maintain the parameters. There isn't a budget to take this on for this year, but he would like to look into the 2019 to budget for additional personnel and the ability to apply for the SAFER grant. Christensen talked about possible consolidation; Wingspread is sponsoring some studies including finances of municipalities; they've been looking at areas ripe for consolidation and there has been discussion regarding the Fire Department.

80% of the calls are Emergency Medical Services (EMS) calls. Battalion Chief Henningfeld said there is a misconception that the Fire Department solely deals with fires and that the fire portion is typically the "free side". Most money comes from EMS; fire is only a small percentage of their dispatch. Trustee Prott stated that they've helped the Police Department with additional deputies, and isn't opposed to looking at additional personnel for the Fire Department when a budget discussion comes forth. He would ask that the presentation be brought back to full Board, so that they may see it, start thinking about it, and begin the discussion now. Christensen felt this was a good direction and agreed it should be presented to the Board and that it should give some guidance on what we may want to do.

4. Review of Building Inspector Position

Tom Lazcano stated our Building Inspector retired a few weeks ago and we need to fill the position. Building permits have been coming in, and developers have been calling for

inspections, and there is an expectation of a lot of building to occur in the future, such as subdivisions. We are down to 1 building inspector and 2 contract guys that deal with commercial. The building permit numbers are a little higher than prior years; the money was 30% above budgeted. The numbers are up without this new growth spurt, so with anticipation and development we need to replace is position. They have researched qualifications, certifications: standard local Building Inspector certifications, UDC construction, electrical, HVAC and plumbing, also the possibility Commercial experience as well. They're hoping to get someone retiring out of the trades.

Trustee Prott thought if we're considering hiring someone without the certifications, which they would have to obtain those certifications by a certain deadline to be in compliance with the position. Muise stated they would have 6 months to meet the requirements, but we may want to push it out to 12 months. Muise said if, for example, they are seeking a 12 month timeframe, and by 9 months if employee hasn't met the qualifications, they'd face consequence. The Building Inspector would report to Keeker the Manager of Building and Development. They're seeking to bring in a Resolution because the Building Inspector is a Board appointed position.

Motion by Trustee Prott To Approve The New Building Inspector Position And Job Description With The 12 Month Change For Requirement Of Certifications And Also To Draft A Resolution To Fill This Position. Seconded By Trustee Willing. Motion carried unanimously.

5. Temporary Part-Time Election Employee

Village Clerk Karie Torkilsen is seeking to hire all her election workers as temporary 1099 people, with the exception of Ed Ball. She'd like to hire him as a seasonal employee. Ball assists not only on Election Day but also helps prepare for the Elections as well. His pay exceeds the 1099 - \$600 mark. For a Presidential Election year the highest he grossed was \$5,300 and wouldn't exceed that amount. For example, in 2017 he only made \$800. Hour restrictions would be in place to ensure he wouldn't exceed \$5,300.

Motion by Trustee Prott To Approve The Temporary Part-Time Election Employee. Seconded By Trustee Willing. Motion carried unanimously.

6. Review of Various Employee Salary Grades

Muise gathered data that was collected from three different studies: a 2015 Mt Pleasant study looked over 20 municipalities, a Racine study which covered 22 municipalities, and a New Berlin study that covered 15 municipalities, all of which covered the surrounding area. She applied cost of living increases to bring the numbers up to 2018 Consumer Price Index (CPI). She also compared job descriptions on where they were similar to ours and averaged the three studies which provided the projected numbers for the salary grades. The wages calculated aren't on the high end of the spectrum, they are the averages. Caledonia could adjust to go under if need be. To bring the entire staff up to the midpoint grade, it would cost \$325,000. This is not the recommendation but a starting point to discuss looking at options. There is an issue in securing applicants when our pay scale is lower than that of competing job markets.

Tom Christensen felt we should implement changes to the policy on salary – for instance a CPI increase is only applied to the top end, and they wish to apply that across the board from low-to-high point. Muise said they would like to incorporate salary exempt employees who are earning overtime –and some who are not, so there is an inconsistency in policy. They are proposing an increase within reason that we can say no more overtime for exempt employees with some exception such as emergencies (such as riots) that the Police and Fire employees would have to cover.

Trustee Prott commented on the significance of some of the increases depending on what department, but also noted some decreases on the wage scale where a few positions average took away anywhere from cents to dollars. Trustee Prott didn't think it was good business or good for moral when decreasing wages and was not something he supported. Christensen agreed, and said that this isn't the recommendation but a starting point to discuss numbers. They can certainly decide if the wage range is too low or high, and have options going forward. No one would be getting money taken away, any new hire would get the salary specified on the wage scale and anyone already hired should be grandfathered in. Every job has to have a wage cap, and it's the Board's job to set that cap.

There was discussion surrounding merit vs incentive pay, and concern in retaining vetted positions. There were instances where new hires were brought in at a higher rate than someone who had been in the department for 20 years. Christensen's main concern was retaining our workforce or "human capital". Christensen stated that through merit we could cap it at 3%, and for those who have not hit the bottom number of the grade scale would be eligible up to 6% if their performance review was rated at excellent. It gives employees hope to get into the range, and then back to regular merit increases if warranted. Trustee Willing liked to idea of the range of merit scheme with 1-6% to help with flexibility. Trustee Prott trusts the judgement of Muise and Christensen and would like to see them collaborate on this. Christensen said an incremental increase that passes is positive. Trustee Prott stated that he wants something that the Board would approve, but wanted it to be consistent and fair for everyone – no one to be left behind. Trustee Willing thought it should be a straight number to vote on. No action was taken.

7. Adjournment

Motion by Trustee Prott to adjourn. Seconded by Trustee Willing. Motion carried unanimously.

Meeting adjourned at 7:58 p.m.

Respectfully submitted,

Joslyn Hoeffert
Deputy Clerk