



**NOTICE OF PERSONNEL COMMITTEE MEETING**  
**Thursday, October 8, 2020 at 5:30 p.m.**  
**Caledonia Village Hall, 5043 Chester Lane, Racine, Wisconsin**

**THIS WILL BE AN IN-PERSON MEETING – MAX NUMBER OF IN-PERSON CITIZEN ATTENDEES 16**  
**ALL ATTENDEES MUST WEAR A FACE COVERING**

1. Call to Order.
2. Approval of Minutes.
3. Policy for Reimbursement of Expenses.
4. Police and Fire Management Clothing Reimbursement.
5. The Personnel Committee will take up a motion to go into CLOSED SESSION pursuant to s. 19.85(1)(c), Wis. Stat., for considering employment, compensation and performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: specifically to discuss and consider recommendations on salary and wage adjustments for Police and Fire employees.
6. The Personnel Committee reserves the right to RECONVENE INTO OPEN SESSION to take possible action on the item(s) discussed during the CLOSED SESSION and to move to other remaining items on this agenda.
7. Adjournment.

Dated October 2, 2020

Karie Pope  
Village Clerk

Only committee members are expected to attend. However, attendance by all Board members (including non-members of the committee) is permitted. If additional (non-committee) Board members attend, three or more Board members may be in attendance. Section 19.82(2), Wisconsin Statutes, states as follows:

If one-half or more of the members of a governmental body are present, the meeting is rebuttably presumed to be for the purposes of exercising the responsibilities, authority, power or duties delegated to or vested in the body.

To the extent that three or more members of the Caledonia Village Board actually attend, this meeting may be rebuttably presumed to be a "meeting" within the meaning of Wisconsin's open meeting law. Nevertheless, only the committee's agenda will be discussed. Only committee members will vote. Board members who attend the committee meeting do so for the purpose of gathering information and possible discussion regarding the agenda. No votes or other action will be taken by the Village Board at this meeting.

**1. Call to Order**

Trustee Prott called the meeting to order at 5:30 p.m. at the Caledonia Village Hall, 5043 Chester Lane

Committee Members: Trustee Prott and Trustee Stillman. Also present were Trustee Wishau and Trustee Martin (Martin was present via conference phone).

Absent: None.

Staff present: Village Administrator Tom Christensen, HR/Asst. Administrator Toni Muise, Fire Chief Richard Roeder, and Police Chief Christopher Botsch.

**2. Approval of Minutes**

Motion by Trustee Stillman to approve the minutes from the August 25<sup>th</sup> meeting. Seconded by Trustee Prott. Motion carried unanimously.

**3. The Personnel Committee will take up a motion to go into CLOSED SESSION (1) pursuant to 19.85(1)(c)&(e), WI Stats., to discuss Discrimination Complaint; (2) pursuant to s. 19.85(1)(c), Wis. Stat., for considering employment, compensation and performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; specifically to discuss and consider recommendations on salary and wage adjustments for certain employees.**

Motion by Trustee Stillman to go into closed session. Seconded by Trustee Prott. Motion carried unanimously.

**4. The Personnel Committee reserves the right to RECONVENE INTO OPEN SESSION take possible action on the items discussed during the CLOSED SESSION and to move to the remaining item(s) on this agenda.**

Motion by Trustee Stillman to go into open session. Seconded by Trustee Prott. Motion carried unanimously.

**5. Adjournment**

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

Meeting adjourned at 6:40 p.m.

Respectfully submitted,  
Joslyn Hoeffert  
Deputy Village Clerk

## ***Policy for Reimbursement of Expenses for Travel and Other Business Expense***

1. **Policy Statement:** The Village of Caledonia will reimburse an employee for actual Village related travel and other expenditures that are necessary in the performance of his/her assigned responsibilities. It is the intent that this policy applies to anyone (employee or non-employee) requesting reimbursement from the Village.
2. **Authorization:** Travel approval should be obtained prior to undertaking official Village travel; otherwise, expenses are incurred at the traveler's risk. Travel related expenses and other expenses will be approved by the appropriate department head, director or other authorized supervisor. All travel and other expenses incurred by a department head or director must be approved by their immediate supervisor.
3. **Authorization Responsibilities:** It is the responsibility of those approving reimbursement to ensure that:
  - a. Expenses are incurred for the benefit of the Village.
  - b. Expenses are reasonable and incurred as outlined in this policy.
  - c. Documentation is complete, with ***original, detailed*** receipts to include the name, title, and organization for each person participating and the nature of the business discussion, meeting, etc. resulting in the reimbursable expense.
  - d. Reimbursement claims are to be submitted within 14 days of incurring an expense or return from travel. Per IRS Guidelines, reimbursements of expenses that are more than 60 days old are considered compensation and therefore subject to withholding taxes. In light of this regulation, such reimbursement requests will NOT be approved.

The Internal Revenue Service requires specific documentation to support an employee's travel and other expenses. Minimum documentation requirements include ***original*** receipts for any transportation or lodging expense, and ***original*** receipts for any other expenditure of \$10 or more. Deviation from this policy will require the Village to include any reimbursements in the employee's taxable wages subject to applicable taxes/withholdings. For non-employees, deviation from this policy will require the Village to report reimbursements as miscellaneous income on IRS form 1099.

4. **Reimbursable Expenses:** Reimbursable expenses include:
  - a. **Transportation:** Mode of transportation used should be the most economical one suitable for the purpose of the trip.

***Airline:*** The Village will reimburse coach/economy airfares. Efforts should be made to find the most economical flight that does not unduly burden the employee. The ***original*** receipt of the passenger coupon is required for reimbursement. Frequent flier mileage accrues to the employee.

***Automobile (Personal):*** When traveling out of town on routes served by a common air carrier, the amount of the actual mileage or the lowest available airfare (plus cost of conventional terminal transportation), whichever is less, will be reimbursed.

Mileage incurred while conducting business in town is reimbursable to the extent that the mileage exceeds normal commuting miles to and from the Village. An employee using his/her own car for Village business is responsible for all vehicle operating costs, insurance, repairs, and maintenance.

***Automobile (Village-Owned):*** A village vehicle shall be used whenever possible. Gasoline receipts will be reimbursed, but not mileage.

***Automobile (Rental):*** Car rental is only reimbursable when other surface transportation is not practical or economical. Whenever possible, the Village should be listed as the renter, with the individual traveler as the driver for liability purposes. The Village will not reimburse for accidental death or medical insurance, but encourages additional collision insurance coverage. The traveler can pay utilizing a Village pcard or pay and be reimbursed by the Village if the individual does not possess a pcard. If renting with a Village credit card, which provides additional collision coverage, then the collision damage waiver should be declined. The original car rental agreement must be submitted as documentation for reimbursement.

***Ground Transportation, Parking Fees, and Toll Charges:*** Preferred choices for ground transportation are train, bus, shuttle service, public limousine service, or other forms of public transportation. Public limousine service or shuttle service should be used only when the round trip cost of such service is less than the parking cost and/or mileage reimbursement. Taxis are to be used only when public limousine service or other transportation is more costly, unavailable, or unsuitable. Taxi fares require a receipt for reimbursement. Tolls and reasonable parking costs are reimbursable.

- b. **Lodging:** Lodging will be provided for an employee who must stay overnight. The *original* hotel bill will be used as documentation for reimbursements. Efforts should be made to secure a government negotiated rate if at all possible.
- c. **Meals:** The Village expects employees to eat well, but not extravagantly while traveling on Village business.

***Personal Meals:*** Personal meals are meal expenses incurred by an employee while dining alone on out-of-town business or by an employee who has paid the bill for other employees who are traveling with the employee on out-of-town business. If two or more employees are dining together, then the senior employee, in most circumstances, is responsible for paying the bill and seeking reimbursement. When more than one employee's meal is on a receipt, the receipt must detail who was fed at that meal. A Village purchasing card must be used when practicable. Reasonable expenses incurred for meals, including tips, will be reimbursed when traveling on Village business when supported by an **itemized** credit card charge receipt or a cash register receipt. Tips for service are to be a reasonable amount, not to exceed 20% of the bill for the meal. If the tip exceeds 20%, the employee will be responsible for any amount in excess of 20%. Alcohol is not considered a reasonable expense. A separate receipt must support meals directly charged to hotel room bills. Supervisors should set reasonable rates for travelers. Hotel mini-bar charges are not reimbursable as meals. Receipts must be furnished for all expenses. If receipts are lost, the following amounts are the maximum that will be reimbursed with no more than \$10 in a single day:

Breakfast - \$2.00

Lunch - \$5.00  
Dinner - \$7.00

***Business Meals Expenses:*** Business meals are meals taken during which specific business discussion takes place. When more than one Village employee is present during a meal, the highest-ranking approval authority, in most circumstances, should bear the associated expense and seek reimbursement. A Village purchasing card must be used when practicable. Documentation must include amount, date, time, place, business purpose and the names of the people present.

d. **Non-Reimbursable Expenses:** The following is a general list of non-reimbursable expenses. It is not all-inclusive.

- Expense of a companion accompanying an employee
- Travel insurance
- Airline class upgrades.
- Alcohol
- Memberships, clubs, or organizations (e.g. airline, fitness, discount, retailers, credit cards, etc.)
- Baby-sitting fees
- Kennel costs for pets
- Lost or damaged personal items such as briefcase, calculator, etc.
- Car washes
- Traffic and parking violations
- Sightseeing or personal side trips
- Personal care items such as toiletries, hair styling, medication, etc.
- Personal items, such as books, magazines, newspapers, hotel room movies, hotel room mini-bar charges, sporting events, etc.
- Mileage for travel between residence and office on any day
- Valet and laundry services

5. **Village Credit Card:** Village credit card payments require the same documentation as other expenditures previously outlined. Employees who are issued a Village purchasing card should make every effort to have all expenses applied to the Village credit card. If the employee does not hold a Village purchasing card, all prearranged expenses (travel tickets, hotel reservations, etc.) should still be on a Village credit card. Payments will be approved by the appropriate department head, director or other authorized supervisor. Expenditures made by a department head or director must be approved by their immediate supervisor.
6. **Sales Tax:** The Village is a tax exempt organization, sales tax should not be charged on any of the above reimbursable expenses. Understanding that other states may not recognize the Village of Caledonia's tax exemption status under their state law, out of state travel expenses may be charged sales tax.

## **21. SEVERANCE BENEFITS**

~~Unless specifically noted herein in Section 21E and 21F, employees hired on or after January 1, 2012 are not entitled to the severance benefits set forth in this Section, except for applicable COBRA benefits and payment of accrued but unused vacation (see Section 21B).~~

~~Employees hired on or after January 1, 2012 are not entitled to the severance benefits set forth below, except for applicable COBRA benefits and unused vacation (see Section 21B).~~

~~Except as otherwise stated within this Section 21, t~~The following severance benefits apply to any regular full-time employee hired prior to January 1, 2012:

Regular full-time employees are eligible to receive severance benefits upon retirement, termination due to total disability, or non-disciplinary terminations. Except for unused vacation pay, employees terminated for disciplinary reasons are not eligible for any of the severance benefits listed below.

Severance benefits include:

- A. A lump sum payment of \$15.00 per day for accrued, unused sick days up to a maximum of 190 days. Effective January 1, 2012, there shall be no further accrual of sick days for the purpose of determining the amount of lump sum payment.
- B. Pay for awarded but unused vacation. There shall be no payment, however, for unused floating holidays.
- C. Regular full-time employees who retire under the Wisconsin Retirement System (WRS) and from employment with the Village may be eligible for continued group health insurance coverage, with the Village paying 50% of the premium cost. To qualify for this benefit, the following criteria must be met:
  - The employee's age and number of years of continuous employment with the Village, when added together, must total 85 or greater. For public safety employees (as defined by the WRS), the total age and continuous service must be 75 or greater.
  - The employee must meet the age and other requirements for retirement under WRS.
  - Eligible employees must pay their 50% share of the premium on a timely basis.
  - The employee must be enrolled in the Village's health insurance program at the time of retirement.

Upon retirement and in lieu of the lump sum payment for accrued sick days in paragraph A. above, a management or other non-represented employee may opt to receive 1/2 of the total accumulated hours of sick leave at the employee's hourly rate of pay in existence at the time of retirement. Effective January 1, 2012, there shall be no further accrual of sick leave for the purpose of funding this benefit. This money shall be held by the Village to pay for the retiree's share of health insurance premiums until the fund is depleted. Upon the death of the retiree, or if the retiree is

no longer eligible to continue coverage under the Village's insurance plan (e.g., upon reaching the age for Medicare eligibility), a spouse who is enrolled in the Village insurance plan will be allowed to continue the coverage and use the sick leave fund for required premiums on the same terms as the retiree. If the fund is depleted prior to the spouse reaching the full age of Medicare eligibility, he/she will be allowed to continue the coverage until reaching the full age of Medicare eligibility by paying the full premium. If the fund is not depleted prior to the spouse reaching the full age of Medicare eligibility, the amount remaining in the fund shall be forfeited to the Village.

An employee with 30 or more years of service to the Village who retires under the WRS and from the Village can continue to participate in the Village's health insurance plan after reaching the full age of Medicare eligibility at the retiree's expense by paying the full cost of the applicable premium. If said retiree dies a spouse already in the plan may continue in the plan at no cost to the Village by paying the full cost of the applicable premium until reaching the full age of Medicare eligibility.

The retiree or spouse (where applicable above) shall be offered enrollment in the same health insurance plan that he/she participated in prior to retirement, except that when the underlying group from which he/she retired changes its health insurance plan, the retiree/spouse will be required to change to that plan as well.

Subject to any applicable COBRA benefits, the above provisions related to continuation of health insurance coverage apply only to an employee and his/her spouse, and not to any dependents of the employee or spouse.

D. If the employee is (1) qualified to receive the health insurance benefit under Paragraph C, but chooses not to remain insured under the Village's health insurance plan, or is (2) not qualified to receive the health insurance benefit under Paragraph C, but has reached the age of retirement as defined under the Wisconsin Retirement System, the employee will be paid at the employee's hourly rate in effect at the time of retirement for 25% of the total accumulated sick hours that the employee has available at retirement. Subject to any applicable COBRA benefits, an employee who chooses to receive the 25% payout under this section shall not be allowed to continue on or rejoin the Village's health insurance plan, and shall not be eligible to receive the lump sum payment for accrued sick days in Paragraph A above. Effective January 1, 2012, there shall be no further accrual of sick leave for the purpose of funding this benefit.

E. Police Department sworn employees hired by the Village after January 1, 2012 and before January 1, 2018 who transition from a bargaining unit position to a non-bargaining unit position through promotion in the employee's respective Department shall be eligible to receive the following retiree benefits available to that employee as previously available under the 2018-2020 collective bargaining agreement between the Village of Caledonia and the Caledonia Professional Policemen's Association Local 403 as follows: :

i. the right to continue under the Village's medical insurance plan until he or she reaches the full age of Medicare eligibility if permitted by the plan and provided that he or she shall pay for the entire cost of such coverage. For the purpose of this paragraph, retirement shall be defined as that term is defined and applies to such regular full-time law enforcement employee under the

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Wisconsin Retirement System. The Village shall pay toward the retired regular full-time law enforcement employee's health insurance thereunder between the ages of 53 and the full age of Medicare eligibility, fifty (50%) of the amount paid by the Village as premium for health insurance, provided that the regular full-time law enforcement employee has been employed for a period of twenty (20) years or more prior to retirement and provided further that the regular full-time law enforcement employee is not otherwise employed by an employer who furnishes medical insurance coverage. A regular full-time law enforcement employee who receives a duty disability benefit pursuant to State Statute 40.65 as a result of his/her employment with the Caledonia Police Department shall be eligible for the above retirement insurance benefit without meeting the twenty (20) year employment requirement. In addition, the regular full-time law enforcement employee will be eligible for the sick leave benefit specified in Section 21.E.ii. of this Policy. The regular full-time law enforcement employee whose application for a Section 40.65 disability retirement is pending shall be entitled to drop employer provided health insurance coverage for purposes of electing coverage under a plan through that regular full-time law enforcement employee's spouse. Should the regular full-time law enforcement employee lose health insurance coverage through his/her spouse during the pendency of the application, the regular full-time law enforcement employee is entitled to return to the employer sponsored plan. Once the 40.65 disability retirement determination has been made, the regular full-time law enforcement employee can either stay on the spouse's plan or return to the employer

- ii. Upon retirement, ~~the~~ regular full-time law enforcement employee shall receive sixty percent (60%) of the total accumulated hours of sick leave at the hourly rate of pay in existence at the time of retirement. This money shall be held by the Village to pay for the retiree's share of health insurance premiums until the fund is depleted. Upon the death of the retiree or regular full-time law enforcement employee, a spouse who is enrolled in the Village insurance plan will be allowed to continue the coverage and use the sick leave fund for required premiums on the same terms as the retiree or regular full-time law enforcement employee. If the fund is depleted prior to the spouse reaching the full age of Medicare eligibility, he/she will be allowed to continue the coverage until reaching the full age of Medicare eligibility by paying the full premium.
- iii. Regular full-time law enforcement employees hired ~~before~~ January 1, 2012 and after June 1, 2018 shall not be eligible for benefits under this Section E.
- i-iv. A regular full-time law enforcement employee who is eligible for retiree health insurance under both Section 21.C and 21.E shall only be permitted to obtain retiree health insurance under one of those Sections and is not permitted to switch from one retiree health insurance benefit to another after making an initial selection and receiving coverage.

F. For regular full-time non-represented fire service employees who were hired after January 1, 2012 and before May 31, 2019 who transition from a bargaining unit position to a non-bargaining unit position through promotion in the employee's respective Department shall be eligible to receive the following retiree benefits



available to that employee as previously available under the 2018 – 2020 collective bargaining agreement between the Village of Caledonia and ,previously represented by the Village of Caledonia Firefighters Local 2740 of the International Association of Firefighters as follows:

- i. A regular full-time fire service employee who retires from the Village Fire Department shall have the right to continue under the Village's medical insurance plan until he or she reaches the full age of Medicare eligibility; provided that except as herein provided, he or she shall pay for the entire cost of such coverage. For the purpose of this paragraph, retirement shall be defined as that term is defined and applies to such employee under the Wisconsin Retirement System. The Village shall pay toward a retired regular full-time fire service employee's health insurance hereunder between the ages of 53 and the full age of Medicare eligibility, fifty (50%) of the amount paid by the Village as Premium for health insurance provided that the regular full-time fire service employee has been employed for a period of twenty (20) years or more prior to retirement and provided further that the regular full-time fire service employee is not otherwise employed by an employer who furnishes employees medical insurance coverage.
- ii. After being vested, regular full-time fire service employees who retire under the WRS and qualify for Section 21.F.i. benefits will have the amount accumulated in their sick leave incentive bank incorporated into the sick leave incentive bank established for the regular full-time fire service employee. The amount shall be administered in the same manner as the funds authorized in Article 13 (c) of the 2018-2020 Collective Bargaining Agreement between the Village and the Village of Caledonia Firefighters Local 2740 of the International Association of Firefighters. This benefit will be in addition to the benefit set forth in Section 21.F.i. The regular full-time fire service employee will not have an option or right to have the amount accumulated in their sick leave incentive bank paid out as a separation benefit.
- iii. Regular full-time fire service employee hired before January 1, 2012 and after May 31, 2019 shall not be eligible for benefits under this Section 22.F.
- iv. A regular full-time fire service employee who is eligible for retiree health insurance under both Section 21.C and 21.F shall only be permitted to obtain retiree health insurance under one of those Sections and is not permitted to switch from one retiree health insurance benefit to another after making an initial selection and receiving coverage.

**Commented [RPH1]:** The CBA doesn't appear to accurately cross-reference this section as there is no Article 13 (c) - it'd be helpful to have the Village review and revise this cite as appropriate as it is unclear to me what the appropriate provision is.

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**Commented [RPH2]:** This is not from the CBA, but I added it to explicitly limit it to the class of employees we are concerned about retaining/advancing.

E.G. Any employee or his/her spouse, who opts to receive benefits under Sections A through ~~D-F~~ shall be responsible for the payment of state and federal taxes related to the portion of the benefit that is taxable, and the Village shall make the required withholdings. The Village does not advise on any personal income tax requirements or issues. Employees are encouraged to seek professional tax advice for personal income tax questions and assistance.

## Police Management Employees

Subject to the approval of the employee's supervisor, police management employees shall be reimbursed for the purchase of clothing and equipment that are directly job related in an amount not to exceed Five Hundred Dollars (\$500.00). The clothing reimbursement shall be paid for the preceding calendar year on the first payday in January of each year. Copies of receipts shall be provided for all reimbursement requests.

New management employees hired from outside the Department shall be provided with up to One Thousand Dollars (\$1000.00) as reimbursement for the purchase of the department prescribed uniform and other job related clothing and equipment items that are not provided by the Village. All items are subject to approval by the Chief of Police. The subsequent clothing reimbursement allowance shall be prorated, and new management employees shall receive the normal allotment as prescribed each year thereafter.

Handguns, police shields, handcuffs, service belt, handcuff pouch, ammunition carrier, helmet, radio holder, traffic safety vest, pepper spray, conducted energy weapon, expandable baton and holster shall be furnished by the Village and shall always be Village property. If new a new piece of equipment is required for all department members, the Chief of Police will assess whether it is feasible and/or appropriate for the item to be paid for through the police budget or by each individual officer through their uniform reimbursement. The equipment list furnished by the Village may change based on the needs of the department.

All clothing and gear, except the items listed above are the property of the employee and shall be purchased from his/her clothing reimbursement allowance.

During the process of an apprehension and/or arrest clothing and equipment damaged shall be replaced or repaired by the Village. This shall include watches, not to exceed \$15.00. Prior to replacement, requests shall be submitted in writing to the Police Chief for his/her consideration. Excluded from this article are rings and other items that are considered jewelry.

During the process of an apprehension and/or arrest in which an employee's eyeglasses are damages beyond repair, the Village of Caledonia shall compensate the employee in the following manner:

1. Reimburse the department member for their prescription glasses in an amount not to exceed a cost \$200.00
2. 100% on eye exam (if necessary). If an eye exam is necessary, the Village reserves the right to designate an optometrist. Prior to the exam or lens replacement, the Chief of Police shall submit his/her written recommendation to the Village Administrator. Excluded from this article are contacts.

The Village shall provide minimum "threat level II" body armor to management employees. The Village will purchase an approved Level 2 body armor and carrier at no cost to the employee. Village will pay for accoutrements for the body armor and carrier as long the Village's costs do not exceed One Thousand Dollars (\$1,000.)

Employees who are supplied with body armor shall be required to use it or be subject to discipline unless the Chief of Police

**Commented [CB1]:** The language change reflects the ability to purchase more than just the standard uniform items previously listed below. In addition, the dollar value increase is meant to incentivize promotion by having this slightly higher than the Union agreement. Remember though, it is a reimbursement, so they would have to show legitimate purchases to reach this amount. (If we leave the dollar value at \$500, I would still recommend the language change.)

**Commented [CB2]:** Based on our conversation yesterday, this is a more realistic number if someone needs to purchase their initial equipment. In addition, this is likely a low frequency event. (I do not suspect the Village will have to hire an outside manager for quite some time.)

**Commented [CB3]:** This should be a very low frequency event. I am guessing we haven't replaced more than (5) watches in the last 10 years. From an optics perspective, this gives us a "win" where we will likely not have much cost. (Part of incentivizing promotion and the larger compensation discussion.)

**Commented [CB4]:** If glasses are broken through criminal assault or criminal apprehension as opposed to negligence or carelessness, I believe the Village should replace the glasses (within reason). For example, if an officer gets punched in the face and gets his/her glasses broken, I do not believe it is reasonable that the officer should have to pay 50% of the cost of their glasses. This change, in a small way, shows Village support for our personnel. Again, I don't suspect this occurs a ton, and from an optics perspective, this gives us a "win" where we will likely not have much cost.

**Commented [TM5]:** IF the employee is on the Village's vision insurance, the exam would be covered at 100%. What about \$\_\_\_\_ of eye exam costs above what is not covered under the Village's vision insurance. (Now this would only apply to those with vision coverage.)

**Commented [CB6]:** Same as above.

**Commented [TM7]:** Should we change this body armor language to match what we are putting in the union contract?

**Commented [CB8]:** This switches if from a reimbursement to a Village Payment.

determines that use of the vest is not necessary. The Village shall replace a body armor every five (5) years. The body armor shall be the property of the Village and the Chief may authorize replacement due to duty related damage.



## Fire Management Employees

Subject to the approval of the employee's supervisor, fire management employees shall be reimbursed for the purchase of clothing and equipment that are directly job related in an amount not to exceed **Five Hundred Dollars (\$500.00)**. The clothing reimbursement shall be paid for the preceding calendar year on the first payday in January of each year. Copies of receipts shall be provided for all reimbursement requests.

New management employees hired from outside the Department shall be provided with up to **one thousand (\$1000.00)** as reimbursement for the purchase of the department prescribed uniform and other job related clothing and equipment items that are not provided by the Village. All items are subject to approval by the Chief of Fire. The subsequent clothing reimbursement allowance shall be prorated, and new management employees shall receive the normal allotment as prescribed each year thereafter.

The following uniforms are required for Fire Management Employees:

### Class A uniform

- White Bell cap with hat badge and gold braid
- Dark Blue Dress Coat with gold braiding, CFD and American Flag patches
- White Dress Shirt with CFD and American Flag patches
- Dark Blue Dress Pants
- Black polishable dress shoes
- Black 2" black belt
- White Shirt
- Dark Blue neck tie

### Class B uniform

- White Dress Shirts with CFD and American Flag patches.
- White Polo shirts with CFD emblem
- Dark Blue work pants
- 2" black Belt
- Black polishable work shoes/boots

All clothing and gear listed above are the property of the employee and shall be purchased from the employees clothing reimbursement payment.

The following will be provided by the Village:

- 2 badges

- 1 hat badge
- 2 sets of collar brass

**NOTICE OF SPECIAL VILLAGE BOARD MEETING**

**Monday, October 5, 2020 starting at 5:30 p.m.  
Caledonia Village Hall – 5043 Chester Lane**

**THIS WILL BE AN IN-PERSON MEETING – MAX NUMBER OF IN-PERSON CITIZEN ATTENDEES 16  
ALL ATTENDEES MUST WEAR A FACE COVERING**

**AUDIO & VIDEO CONFERENCE VIA ZOOM**

**ACCESS VIA DIAL-IN NUMBER IS: 1-(312) 626-6799; ACCESS CODE IS: 864 4252 8216 OR  
ACCESS VIA ONE-TOUCH TELEPHONE IS: tel: +13126266799,, 86442528216# OR  
ACCESS VIA INTERNET IS: <https://us02web.zoom.us/j/86442528216>**

1. Call to Order.
2. The Village Board will take up a motion to go into CLOSED SESSION, pursuant to Wis. Stat. s. 19.85(1)(e), for 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; specifically as it relates to the Second Amendment to the Caledonia – Mount Pleasant Memorial Park Agreement.
3. The Village Board reserves the right to go back into OPEN SESSION, possibly take action on the items discussed during the closed session and to move to other meeting agendas as posted.
4. Adjournment.

Dated October 1, 2020

Karie Pope  
Village Clerk