**FITCH-RONA EMS COMMISSION MEETING MINUTES**

**PERSONNEL SUBCOMMITTEE**

**Fitch-Rona EMS District**

**101 Lincoln St., Verona, WI**

**Wednesday, June 5th, 2024**

The EMS Commission Personnel Subcommittee was held at Verona Fire Station. With a quorum present, the meeting was called to order at 6:00 PM. Roll Call Present: James Roberts, Derek Johnson, and Sue Luginbuhl. Excused: Jim Wheeler. Also present: Patrick Anderson, EMS Chief

1. Public Comment – None
2. **Approval of Minutes from March 5th, 2024** - Motion to approve Roberts, Second Luginbuhl. *Motion carried*
3. **Review and possible action on policy update - Work Period, Wages, Overtime, and Other Compensation – Non-Represented staff**. - Chief Anderson explained that the policy was presented in April, and he made some formatting changes by including a table with the wage grades that match the grid published by Fitchburg. He also included a line about matching pay increases to performance evaluations, also as outlined with human resources in Fitchburg.

Discussion about the evaluation process. The Chief explained that he is the evaluator for the Deputy Chief position and the Office Manager, and in the past, the Commission Chair and Personnel Subcommittee chair worked together to complete the evaluation of the Chief. Johnson explained that he worked closely with Terry Schnapp last time and reached out to stakeholders the Chief works for assistance in completing his evaluation. The Chief was tasked with providing a copy of his last eval and a new form to the Personnel Subcommittee and they would work on a timeline for completing it. Ideally, if the evaluation was completed in the spring before the budget process, a known salary change could be reflected in the subsequent year's budget.

Motion to approve the changes and recommend to the full commission by Roberts, Second Luginbuhl. *Motion carried*

1. **Closed session**. Motion to move to closed session pursuant to WI Statute 19.85(1)(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Separation Agreement. Read and motion to approve Roberts, Second Luginbuhl. *Motion carried.* The committee entered closed session at 618pm
2. **Reconvene to Open Session at 635pm.**
3. **Discussion and possible actions on items discussed in closed session**. – The subcommittee directed the Chief to reach out to the labor attorney to initiate a draft separation agreement. Further discussion will occur with the finance subcommittee and the full commission next week.
4. Discussion on the Deputy Chief of Training and Operations hiring process – The Chief explained that a comprehensive background check performed by Verona PD and provided to the Chief led to the conditional job offer being rescinded. He preferred to start a new process rather than move on to a different candidate that had gone through the process. He suggested that the position be posted in September and close in October. The interview process would look similar to the last one and would occur in October and the beginning of November, if necessary, the a background check in November and a job offer in December to start on January 1st, 2025.

No additional discussion

**Other Business:**

None

**Adjournment:** Motion Roberts, Second by Luginbuhl to adjourn at 647 PM. *Motion carried.*

Approved:

Derek Johnson, Subcommittee Chair