

BOARD OF POLICE & FIRE COMMISSIONERS
CITY OF SHEBOYGAN
MINUTES
DRAFT

Date: Thursday, November 14, 2013
Time: 2:00 pm
Location: Sheboygan Fire Department Headquarters
Commissioners Present: Jim Pragatz, Andrew Hopp, Henry Jung, Bob Lettre and Val Schultz
Staff Present: Chief Domagalski, Chief Hermann, Sandy Rohrick, and Steve McLean
Others in Attendance: Brendan Hughes

- 1) Call to order – the meeting was called to order at 2:03 p.m. by President Pragatz.
- 2) The Pledge of Allegiance was recited.
- 3) Approval of the November 7, 2013 minutes. Commissioner Lettre moved to accept as printed. Seconded by Commissioner Hopp. Motion passed – all ayes.
- 4) Finalize action related to Sheboygan Fire Department applications for Chief
- 5) Report from the City Attorney on questions regarding the hiring process
- 6) Report from the City Labor Relations Director

Items 4, 5 and 6 were discussed together. Sandy Rohrick spoke about the job description. The most current job description that was approved by Council clearly lists the Bachelor's Degree is required with the Master's preferred. Sandy Rohrick explained that the Salaries & Grievances Committee also talked about the labor grade. The Committee agreed with labor grade 15. Upon review, the grade that is listed in the job description is a 14, not a 15. Sandy provided a copy of the job description to the Commission and reviewed the advertising. She also provided a copy of the posting to the Commission. Discussion took place regarding DOQ, the salary range, and salary negotiation.

City Attorney McLean indicated that Council is responsible for setting the salary range and the HR director has some discretion on setting the initial salary if it is in the lower part of that range. CA McLean explained that the Commission has the final say to appoint the Chief, but that is contingent on the individual agreeing to the salary that has been set. Discussion regarding the salary range continued. It was determined that the salary range will not be published with the job ad. Sandy Rohrick confirmed that the changes to the job ad will be to take out "Associate", take out "Masters is required" and to include "preferred experience equivalent to 15 years". Commissioner Lettre moved to have the City Human Resources Director send out the application as corrected by the Commission. Seconded by Commissioner Schultz. Sandy Rohrick will provide a copy with the corrections to the Commission. Motion passed – all ayes.

Discussion took place regarding the recourse if no candidates can be found that fit the qualifications. The City Attorney recommended that the Commission not select someone who does not meet the minimum criteria. Commissioner Lettre moved to add "at time of application" to the job posting in reference to the minimum qualifications. Seconded by Commissioner Schultz. Motion passed – all ayes. Sandy Rohrick advised that a job advertisement of this type is normally posted for a three week period. After further discussion, it was determined that the Commission may need to meet during the week of 12/16 – 12/20/2013 to review applications.

Commissioner Jung requested that Chief Hermann prioritize the essential duties and responsibilities listed in the job description and to provide an estimate of the percentage of time spent on the various duties. The Chief will bring something back to the next meeting.

7) Update from Sheboygan Fire Department. The Chief's update was given in closed session.

8) Motion to convene in closed session under the exemption provided in Wisconsin State 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 for, in this case, the Sheboygan Fire Department. Commissioner Schultz moved to go to closed session. Seconded by Commissioner Hopp. Motion passed – all ayes.

The Commission reconvened in open session.

Discussion commenced regarding the consideration of an interim Fire Chief. The interim Chief is appointed by the Commission. This appointment will take place at the next commission meeting.

8) Adjourn – there being no further business, the meeting was adjourned by unanimous vote.