



MINUTES OF THE PERSONNEL COMMITTEE

TUESDAY, FEBRUARY 9, 2021, 4:30 PM

AMENDED

Virtual Meeting. Public may join via Zoom.

A. ZOOM MEETING INFORMATION.

I. This item contains documents which provide call in information and instructions for the Zoom meeting.

B. ROLL CALL.

Present: Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, Excused: Brian Johnson

Others Present: Ald. Jesse Brunette, Ald. Lynn Gerlach, Ald. Craig Stevens, Ald. Mark Steuer, Mayor Eric Genrich, Finance Director Diana Ellenbecker, Fire Chief David Litton, Human Resources Director Joseph Faulds, City Clerk Celestine Jeffreys, Park Superintendent Andy Krezwina, HR Operations Manager Melanie Falk and others.

I. Members: Ald. Bill Galvin, Ald. Barbara Dorff, Ald. Veronica Corpus-Dax, Ald. Brian Johnson

C. APPROVAL OF THE AGENDA.

Moved by Ald. Veronica Corpus-Dax, seconded by Ald. Barbara Dorff to approve the agenda. Motion carried.

Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, No- None, Abstain- None

D. APPROVAL OF MINUTES.

I. Approval of the minutes from January 26, 2021.

Moved by Ald. Barbara Dorff, seconded by Ald. Veronica Corpus-Dax to approve. Motion carried.
Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, No- None, Abstain- None

E. REGULAR BUSINESS.

1. Consideration with possible action on the request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.

a. Park Supervisor - Park, Recreation & Forestry

Moved by Ald. Barbara Dorff, seconded by Ald. Veronica Corpus-Dax to approve. Motion carried.
Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, No- None, Abstain- None

2. Consideration with possible action to over hire two firefighter recruits.

Moved by Ald. Barbara Dorff, seconded by Ald. Veronica Corpus-Dax to amend the request to over hire three fire fighter recruits.

Motion carried.

Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, No- None, Abstain- None

Moved by Ald. Barbara Dorff, seconded by Ald. Veronica Corpus-Dax to approve as amended.
Motion carried.

Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, No- None, Abstain- None

F. INFORMATIONAL.

1. Report of routine personnel actions for regular employees.

Moved by Ald. Barbara Dorff, seconded by Ald. Veronica Corpus-Dax to receive and place on file.

Motion carried.

Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, No- None, Abstain- None

2. Next meeting date: February 23, 2021

G. ADJOURNMENT.

Moved by Ald. Barbara Dorff, seconded by Ald. Veronica Corpus-Dax to adjourn. Motion carried.

Yes- Barbara Dorff, Bill Galvin, Veronica Corpus-Dax, No- None, Abstain- None

VERBATIM MINUTES

- We'll start out with a roll call. Alder Corpus Dax.
- Here.
- Alder Dorff.
- Here.
- And Alder Johnson is heading home at this time. Hopefully he brings some heat with us. Also in attendance tonight we have Alder Steuer, Alder Gerlach, Alder Stevens, and I think the mayor.
- Mayor Genrich.
- Oh, Mayor Genrich. So I'm looking for the agenda.
- Hello, second.
- I got a motion and a second. All those in favor, say aye.
- Aye.
- Aye. And also I'll entertain a motion on the minutes.
- Second.
- All right, so I have a motion and a second. All those in favor.
- Aye.
- Aye.
- That passes unanimously. On to regular business. Consideration with possible action on the request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers. This would be a park supervisor. Does anyone have any questions for staff on this? If not, I'll entertain a motion.
- No.
- I did not have any questions.
- Second.
- All right. All those in favor. Say aye.

- Aye.

- Aye.

- Aye. And now we're on to item number two, consideration with possible action over hire two firefighter recruits. Does anyone have any questions for the chief on this?

- No.

- No, I'll have to say it certainly makes sense.

- It does.

- And I talked to the police chief about this. Oh, whop, whop, standby. Director Faulds wants to slow down the process here. Go ahead Director Faulds

- Yeah. So Chief Litton, do you want to jump in with some of the information we received this morning and maybe how that can affect moving forward?

- Oh, okay.

- So alders, this morning, I got an unfortunate email from another one of our captains, and I won't go into details or names, but an individual that has been seeking medical treatment now for quite a while. And the information is that he will not be coming back to work, though his retirement date is dependent upon one more procedure. So at best he'll be here till June 1st and at worst he'll be leaving anytime between now and then but definitely no longer, no later than June 1st. And so with that, that would give us, I would be asking to amend my request to allow for three over hires and essentially if you just extrapolate out the savings, you know, there's about 13 and \$13,600 in savings. So add another 67 or \$6,800 in savings to that number there based on hiring versus filling of spots with overtime. And as I explained in the memo, we are basically at minimum manning from now until the end of the year which means that every available or open slot has to be filled with overtime. That's by contract, it's article eight in the contract, page eight, article eight for those that are interested in going and looking at it. So when we hit the minimum manning we basically have to fill every single slot that's open. And so even with keeping the two captains and the engineer on payroll for the two and a half months before the people graduate the academy it's still a cost savings to the city. That's the first point. Second point is, you know, that, you know it places a bigger burden on those that are still left on filling all these open slots, because you have to understand, we have 186 people on the floor and all of them have vacation time and fair labor standard act time that they're taking away. So, you know, really through the summer and the fall months especially then and through the holidays people are getting forced into work all the time. And that's not a situation that, you know, is good for our employees when they're trying to take some time off. So I'm happy to answer any questions.

- Sure. Alder Gerlach.

- A very elementary question as usual, does over hire mean, I've never heard the term over hire. Does that mean you fill a position before the person retires or leaves so that you actually have two people hired for the position at one time?

- Yeah, Alder Gerlach, because we only hire one time a year. And the reason we only hire one time a year is that we essentially put on a new recruit academy and that runs anywhere from eight to 11 weeks depending on the experience level of the people that we're bringing in. And so this year it was slated to start March 1st. We've pushed it back to March 15th and it takes us, I think the recruit academy is going to go, it'll finish right before June 1st. And so those folks cannot be put on the floor as active firefighters until they get through the academy and actually graduate that. And so that's the reason for the over-hire request. Otherwise, we'd be

going three more positions fully open for the remainder of the year which would essentially cost the city more money. It's more cost effective to hire, hire them with benefits and everything than it is to pay an average overtime salary for those three slots

- Chief, so, you say you're at minimum staffing. I know that PD doesn't go to minimum staffing almost till late spring. Why are you at minimum staffing now?

- Well, that's because of the amount of time off that's included in the contract, there's only, you know, there's only so many slots that are available every day. So under the contract, they're allowed nine vacation slots off every day and for fair labor standard act days. So at any given point we can have 13 people off on any given day. They make their vacation picks the January previous. So in other words, for 2021 they made their vacation picks in January and when they're getting done, when everybody gets done with taking off all the time that's included to them in their contract for the amount of people that we have, typically we'll be above minimum manning for January and part of February, but then getting into March every single shift is taken or filled or open, I guess is what I'll call it, with people taking vacation time and then their fair labor standard act time and you throw in sick time, family medical leave, you know, injuries, and so forth. We had something, I think it was 1,034 shifts off last year, 1,034 twenty-four hour shifts last year.

- Okay. And then you said you have an academy. Now, I know the police department, they go through a minimum of a two year training program and then they have the academy which is 17 weeks. Then if they get hired by the PD they have a mini academy and then the FTO program. So you talked about an academy, is that put on by the Green Bay fire department?

- Yeah, every year. So we require that when folks come on to us, their minimum requirement for hiring is an associate's degree in fire technology or fire medic program or something similar to that, typically those two degrees and then they come in as a basic either EMT, and some of them are actually trained paramedics. You know, we have a good, probably over 50% of our folks are also trained paramedics but once they get through the hiring process then we put them through a 10 week, 8 to 10, and 8 to 11 week class on Green Bay way, the way we operate our standard operating guidelines, how we operate all of our apparatus and our procedures and so forth. We put them through our special team training and all the things we need to do to get them up to speed to be able to function as a regular member out on the floor. So it's, they come to us already with a two year degree, we got about between 8 and 11 weeks that we put in additional time and then they'll graduate the end of May and then they'll go on the floor with their regular assignments starting in June.

- And how much staff does that take to train them?

- Well, we have a training staff of four, there'll be two to three of them assigned to it the whole time and then we have adjunct instructors that will come in you know, chief officers, other officers from the floor they'll come in and train, you know, they'll teach you know, three, four hours segments at a time. Some of them are all day classes. It's pretty intensive.

- So, for that 10 week period, you're actually shorting your staff because you train these new recruits.

- Well we're, it's taken up, you know it's planned every year. So we, you know, try to plan around, you know, all the other mandatory acquired training for all of our personnel. You know, whether that's a federal or state requirement or a local requirement. We try to plan that in and around the recruit academy.

- Okay.

- Yeah, there are some other things that get done but we do plan that into our schedule.

- All right. So then those four trainers, the rest of the year they're just doing mandatory training that's required for all the other firefighters.

- Yes, that's correct. We have, you know between the federal, state requirements and then the local, you know, local requirements through the city, you know, employee manual and so forth, there are, there are, there's no shortage of time that's required to be trained. And then, you know we have things like the ISO requirements, which, you know, helps maintain our class one fire rating. And there was all kinds of training that's required within that document itself that we try to, you know, that we have to try to target as well. So it's a full, it's a full time, full year.

- Sure.

- Round the clock deal.

- Well, the state requires so much training for officers every year. How much training does the state require for firefighters? Just everything.

- Oh, well between hazardous materials and I think it's 24 hours alone just for the hazardous materials part of it. And then we have technical rescue. I would say that probably all together. It's probably close to 120 hours each employee.

- Okay. All right, thank you. Does anyone else have any other questions for the chief?

- Would you want me to then, if I make a motion to amend the motion to three or how?

- I think so.

- I, yeah. Joe.

- Director Falls, yeah. How should I say it?

- Yeah. I think, I guess what I would propose is if we could amend it to three based upon what Chief Litton stated today but then, sorry to do this to Chief Litton, but I think it would be helpful if they could send an updated memo and we'll include that in the packet for the common council next week. So you have the financials to look at and if you want to pull it then, go ahead and pull it.

- Okay. If someone wants to pull it, they can. Yeah. But yeah. Okay. So I would, I'd like to make a motion that we over hire three firefighter recruits.

- I need a second.

- Okay. All those in favor, say aye.

- Aye.

- Aye.

- Aye. And then I'll need a motion to pass it.

- Oh, because I amended it.

- Right.

- Okay. Okay. So a move to pass the amended motion that we hire three firefighter recruits.

- All right.

- Okay.

- And all those in favor.

- Aye.

- Aye.

- Aye. And I'll make a note. I did talk to the police chief about this today. Cause that has been one of my biggest angsts is with the police department, with their in-house training and then the six month FTO program. It'd be nice if we could be like the fire department, set up one school, do the over hires, whatever we anticipate, start in December when the vacations aren't being used and you know, run it. So we got these guys on the street in summer, but he said they're having a hell of a time recruiting. They had a test candidates showed up to take the test and out of that, you can bet easily half of them should never have taken the test. And back in the day when I took it we'd have five to six hundred people applying at a time. So, tough times for the police departments throughout the United States. So anyway,

- Alder.

- Yeah.

- Alder, can I ask. With that being said and thank you for opening the floor for that. I was, with the police department. He was saying there was only 27 recruits.

- No, candidates.

- What's that?

- Candidates.

- Candidates, okay candidates. I'm sorry. I'm just wondering in a typical year what, you said there were 500 at one time, but what do you see as a good number, you know, for just having a pool to draw from, to keep the force there?

- I would have to be honest with you. If we going to get a hundred, the two at a crack, like I said half of them should probably never even take the test. Out of the ones that pass, you can check with Director Falls, she'll back me up on this, easily half of them don't even survive the initial background check.

- The test, the test itself, just give me a real quick date as far as what it is. I mean, how many hours? I mean, what is it normally?

- To take the test? It's well, actually it's and it's several types of tests now but it's a written test to test their knowledge of police law enforcement, and that'll take anywhere from probably two to three hours to take that test.

- Right.

- And then they have, they have, oh God, what is it?

- Oh, it's fine. I just-

- It's a lot different tests than they had when I first started. It's much more extensive because they're trying to weed out people before they spend a lot of money doing background checks and things like that.

- Right. Okay. That's good. Thank you.

- All right. So, that passes and onto informational. Report of routine personal actions for regular employees. Does anyone have any question for staff on that?

- Can we see them placed on file?

- Second.

- And all those in favor say aye.

- Aye.

- Aye.

- Aye.

- Our next meeting is February 23rd, 2021. And I'll entertain a motion for adjournment.

- Second.

- Second.

- All right, all those in favor.

- Aye.

- Aye.

- Aye. All right. This meeting is over and will take just enough time.