

**CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING
FRANKLIN CITY HALL, COMMON COUNCIL CHAMBERS
9229 W. Loomis Road, Franklin, WI 53132
Monday, December 16th, 2024 – 6:00 p.m.**

AGENDA

- I. Call to Order, Roll Call, and Pledge of Allegiance
- II. Citizen Comment Period
- III. Change in Membership of the Personnel Committee – resignation of Alderwoman Eichmann and elimination of 1 Alder position on the Committee
- IV. Approval of the Minutes from 10/14/2024
- V. Approval of a Job Description for a Public Health Strategist
- VI. Approval of a new Job Description for a Fire Captain and Revisions to Job Descriptions for Battalion Chief and Fire Lieutenant
- VII. Consideration of a Benefit Change for Fire Battalion Chiefs
- VIII. 2025 Non-Represented Pay Increases
- IX. Election of Officers (due to resignation of the Committee Chair)
- X. Staffing Report
- XI. Future Agenda Items
- XII. Next Scheduled Meeting Date – January 20th, 2025
- XIII. Adjournment

*Notice is given that a majority of members of the Common Council of the municipality are expected to attend this meeting to gather information about an agenda item over which they have decision-making responsibility. This may constitute a meeting of the Common Council per *States ex re Badke v Greendale Village Bd* even though the Common Council will not take formal action at this meeting.

**CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING
FRANKLIN CITY HALL COUNCIL CHAMBERS
9229 W. Loomis Rd., Franklin, Wisconsin
6:00 p.m., October 14th, 2024**

MINUTES

- I. The October 14th, 2024 Personnel Committee Meeting was called to order at 6:05 p.m. by Vice-Chair Brunner in the Council Chambers at City Hall. Members present were Alderman Barber, Alderman Hasan, Alderwoman Eichmann, Members Budny, and Prusko. Also in attendance was Mayor Nelson, Director of Administration Hersh, and Human Resources Manager Zahn.

II. Citizen comment period

There were no citizens present for comments. Vice-Chair Barber did mention to the group though that he'd like to add 2 items to the agenda for discussion purposes only. These would be an Item V.a. with New Business which would include the resignation of Chair Wikel and Old Business being a City Attorney update and an EE Survey update. Alderwoman Eichmann made that motion and Member Prusko seconded the motion. Motion Carried: Ayes – All.

III. Approval of the Minutes from 9/16/2024

Motion by Alderman Hassan and seconded by Member Budny to approve the minutes from 9/16/24 as written. Motion Carried: Ayes- All.

- IV. 2025 Benefit Renewals – Approval of 2025 Employee Benefit-Related Coverages, Carriers, and Premium Shares, including: Health Insurance, Stop-Loss Insurance, Dental Insurance, Vision Insurance, Supplemental Life Insurance, Flexible Spending, Health Savings Accounts, Health Reimbursement Arrangements, and Related Contracts

Motion by Alderman Hasan and seconded by Alderwoman Eichmann to recommend to Council to approve the 2025 employee benefit insurance renewals as outlined, including health, dental, life, long-term disability, and Nice Healthcare plan adjustments. Authorize the Director of Administration to finalize contracts and implement necessary updates to the Employee Handbook. Motion Carried: Ayes – All..

V. Change in the Process of Reviewing Hiring Lists and Elimination of the Civil Service Sub-Committee

A long discussion was held. Motion by Alderwoman Eichmann and seconded by Member Prusko to eliminate the Civil Service Sub-committee but with the agreement that unusual circumstances or complaints will be brought to the Personnel Committee for discussion and input. Motion Carried: Ayes – All.

a. New Business – Resignation of Dale Wikel

There was a long discussion regarding the reasons for Chair Wikel's resignation. Mayor Nelson has accepted the resignation and thanks Mr. Wikel for his many years of service. No Action Needed.

Old Business – The City Attorney recommendation and the Employee Survey issues were discussed. No Action Needed.

VI. Staffing Report

Info provided. Human Resources Manager Zahn added info to the report that we also have another Light Equipment Operator opening and an Engineering Tech IV recently resigned.

VII. Future Agenda Items

VIII. Next Meeting Date

The next regularly scheduled meeting is planned for November 18th, 2024.

IX. Adjournment

Motion by Member Prusko and seconded by Member Budny to adjourn the Personnel Committee meeting at 7:30 p.m. Motion carried: Ayes-All.

City of Franklin Job Description

Job Title: Public Health Strategist

Department: Health

Reports To: Director of Health & Human Services

Salary Level: Salary Grade 8

FLSA Status: Exempt

Prepared By: Lauren Gottlieb, Director of Health and Human Services

Prepared Date: August 27, 2024

Approved By: Common Council

Approved Date:

SUMMARY

The Public Health Strategist is responsible for the development, planning, implementation, and evaluation of current and forecasted public health grants, programs, and services

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them for the position if the work is similar, related, or a logical assignment to the position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Community Health Assessment/Community Health Improvement Plan/Strategic Plan (50%)

- Assist in the planning and evaluation of department initiatives to address factors impacting population level health
- Collaborate with Franklin Health Department personnel, other City Departments, as well as community agencies to strengthen local public health and public health programs
- Collect and utilize data to guide public health planning and decision-making
- Coordinate and collaborate for the development and implementation of the Franklin Health Improvement Plan with community workgroups, committees, and coalitions
- Promote and facilitate the incorporation of departmental core values and strategic initiatives into daily service delivery
- Consider opportunities for alignment with the State Health Improvement Plan

Public Health Emergency Preparedness (25%)

- Coordinate with regional and statewide local health departments for emergency preparedness planning and readiness activities, as well as support the department's role in Franklin's Emergency Response Plan
- Maintains City of Franklin Health Department preparedness plans including oversight of the volunteer management system

Quality Improvement and Performance Management (10%)

- Develop, recommend, and evaluate health department programs and services
- Assure state statutes, city ordinances and department policies are applied consistently across department program areas, develop and update policies and procedures for the health department and submit recommendations or suggestions for improvement
- Oversee and monitor program objectives

Communicable Disease (10%)

- Assist with department obligations of required Communicable Disease prevention and follow up as applicable
- Collaborate on department case management needs in support of department Nursing Services

Other Duties as Needed (10%)

- Prepare and present reports and participate in committee meetings to represent the Franklin Health Department
- Support Local Health Department operational policies and procedures
- Support the coordination and planning for development and implementation of policies affecting public health and the engagement of diverse audiences for an informed process
- Act as the Designee for the health department in the absence of the DHHS
- Occasionally attends meetings and functions outside of normal business hours, responds to public health emergencies as needed

Minimum Requirements**Education & Experience:**

- A Bachelor's degree in Public Health or related field Master degree in Public Health or related field preferred
- Three or more years of full-time experience in a general public health setting

Necessary Knowledge, Skills, and Abilities:

- Ability to effectively delegate and set priorities in the work environment
- Demonstrate independent judgement and discretion in the discharge of the essential duties and responsibilities
- Language skills
 - Ability to read, analyze, and interpret professional journals, technical procedures, governmental regulations
 - Ability to write reports, grant applications, business correspondence and procedural manuals
 - Ability to present information and respond to questions from groups of managers, clients, citizens, and/or the general public

- **Mathematical and Computer Skills**
 - Proficient use of Microsoft Office applications including Word, Outlook, Excel and Internet Explorer
 - Proficient use of public health databases (WIR, WEDSS, Share Point, etc)
 - Calculate basic epidemiologic value including incidence, prevalence, odds ratio, and confidence intervals
- **Reasoning Ability**
 - Ability to define problems, collect data and deal with a variety of variables in situations where only limited standardization exists
 - Ability to prepare and implement projects and programs
- **Interpersonal Competencies**
 - Use appropriate methods for interacting sensitively, effectively, and professionally with person from diverse cultural, socioeconomic, educational, racial, ethnic and professional backgrounds
 - Maintain privacy rights of clients and confidentiality of patient records according to professional standards and City of Franklin policies and procedures

Certificates, Licenses, and Registrations:

- Valid WI Driver's License

Supervision Received:

- Works under the guidance and direction of the Director of Health and Human Services

Supervision Exercised:

- Act as the Designee in the absence of Director of Health and Human Services
- Manage volunteer services as needed
- Mentor students and interns as needed

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- While performing the duties of this job the employee must be independently mobile and is required to sit, walk, and talk or hear The employee is frequently required to stand, use hands to finger, handle, or feel, reach with hands and arms and taste or smell
- The employee must occasionally lift and/or move up to 50 pounds Specific vision abilities required by this job include close vision and the ability to adjust focus
- The physical demands are required for the setup of, participation in and breakdown of immunization clinics, blood pressure clinics, and health fairs or community presentations

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions
- The work is performed in a variety of settings Some travel may be required The employee must own a private vehicle for work assignments

- The work may be performed in emergency and stressful situations. The employee may be exposed to hazards associated with rendering emergency medical assistance including blood-borne pathogens, body fluids, and acute and communicable diseases
- The noise level in the work place is moderate

CITY OF FRANKLIN
Job Description

Job Title : Captain

Department : Fire

Appointing Authority: Fire Chief/Fire & Police Commission

Reports To : Battalion Chief

Salary Level : Per Labor Union Contract

FLSA Status: Non-exempt

Prepared By : James C. Mayer, Fire Chief

Prepared Date : November 21, 2024

Approved By : Common Council

Approved Date :

GENERAL PURPOSE: Summary:

Consistent with the requirements set forth in NFPA 1021: *Standard for Fire Officer Professional Qualifications*, perform the general duties of a modern fire company officer; including leading and supervising employees in emergency operations such as structural firefighting and providing Emergency Medical Services at the advanced (Paramedic) level; and while performing non-emergency essential daily duties.

The Captain will provide additional authority and oversight on each of the three operational shifts in support of the Battalion Chief (Shift Commander), directly supervise the operations and upkeep of **a designated fire station**, as well as ancillary management responsibilities commensurate to this mid-level management position.

Duties of the Captain are intended to provide a pathway of professional development from company officer to Battalion Chief. It is expected that the Captain will perform the role of Acting Battalion Chief when necessary in the absence of normally assigned Battalion Chief.

The Captain will actively promote employee safety and wellness, accountability, and effective and constructive two-way communication pathways. The Captain will act as a guide, mentor, coach, and advocate on behalf of his or her assigned crewmembers; and is generally responsible for the condition, status, and response readiness of his or her assigned station, apparatus, and crew.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Perform firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, performing firefighting tasks; and providing primary supervision of personnel performing those tasks.

~~Provide~~ Perform emergency medical care and transport as a licensed EMT-Paramedic to the standards established by the department, the Milwaukee County EMS Medical Director, and the State of Wisconsin, ~~aid activities including administering Emergency Medical Services (EMS) at the paramedic practice level, and providing other assistance to community residents, visitors, and stakeholders as required.~~

Participate and supervise in fire drills, attend and instruct classes in firefighting, emergency medical care and treatment, hazardous materials response, and a variety of related subjects.

Receive and relay phone fire calls and fire alarms information. Operate radio and other communication equipment. Ensure that the proper response is made to each call.

Participate in the inspection of buildings, hydrants, and other structures in fire prevention programs. As required by State Status and Department community safety initiatives. Also, supervise firefighters performing inspections.

Supervise and assist firefighters in maintenance of fire equipment, apparatus and facilities. Perform minor repairs to departmental equipment.

Assist in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency aid activities.

Present programs to the community on safety, medical, and fire prevention topics as assigned.

Perform duties as a licensed EMT-Paramedic, according to criteria and standards set forth by the department and the Milwaukee County Office of Emergency Management (MC-OEM)

Assist in department administrative activities.

PERIPHERAL DUTIES

Establish initial incident command at the scene of emergencies, and assume the role and responsibility of Acting Battalion Chief/Shift Commander as assigned.

Under the direction of the department Assistant Chiefs, directly supervise the operations and upkeep of a designated fire station.

Develop and maintain station maintenance assignments between all duty shifts; ensuring that routine and periodic station maintenance is being performed accordingly.

Responsible for cleanliness of station, **supply inventory**, and maintenance of apparatus, tools, equipment and all other fire department property assigned to a particular station.

Serve as community liaison for events and fire department public outreach activities in the station's assigned first-response area.

Provide input to the annual budget and overall strategic planning process on issues related to the facility needs of their assigned fire station.

Under the supervision of the Battalion Chief, assists in facilitating ancillary shift activities such as scheduling, training, pre-emergency planning, and other activities related to department readiness as assigned.

Supervising and evaluating assigned personnel.

MINIMUM QUALIFICATIONS

Education and Experience:

Current appointment as a City of Franklin Fire Department Lieutenant.

High School graduation or GED equivalent, WI EMT– Paramedic license with current Milwaukee County full practice paramedic status, Certified Firefighter II and Fire Officer I, Associates Degree in Fire Science or at least 65 college credits towards a Bachelor's Degree in Fire Science or an occupationally related field as determined by the Franklin Fire and Police Commission.

Necessary Knowledge, Skills and Abilities:

Working knowledge of driver safety.

Working knowledge of emergency medical care.

Working knowledge of the operation of fire suppression and other emergency equipment.

Working knowledge of standard firefighting, emergency response, hazardous materials, and fire prevention techniques.

Ability to perform strenuous or peak physical activities during an emergency, training or station maintenance activities for prolonged periods of time **and** under conditions of extreme heights, intense heat, cold or smoke.

Ability to act effectively in emergency and stressful situations.

Ability to give and receive verbal and written instructions.

Ability to effectively communicate in writing and verbally.

Ability to adapt to change.

Ability to establish effective working relationships with employees, other agencies, and the general public.

An understanding of the computer network and proficient in the use of software used in the Department.

Ability to train & supervise subordinate personnel.

Ability to make independent judgments which have significant impacts on the organization.

SUPERVISION EXERCISED

Exercises supervision over Lieutenants and Firefighters as assigned.

RESPONSIBILITY FOR PUBLIC CONTACT

Frequent contact requiring courtesy, discretion, and sound judgment.

LICENSING AND CERTIFICATION

Valid WI driver's license

Wisconsin EMT-Paramedic License, Milwaukee County full practice status paramedic

Completion of the following courses or their equivalent as described by the United States Federal Emergency Management Agency:

- ICS-100: Introduction to the Incident Command System*
- ICS-200: ICS for Single Resources and Initial Action Incidents*
- ICS-300: Intermediate ICS*
- ICS-700: National Incident Management System*
- ICS-800: National Response Framework*

Wisconsin State Certified – Fire & Emergency Services Instructor I*

National Fire Academy - Incident Safety Officer (ISO) Certificate*

Captains promoted under the initial 2024 adoption of this job description will be permitted to complete the certifications indicated by () no later than December 31, 2027.

Must successfully pass medical exam consistent with NFPA 1582 and per department policy. after job offer.

Must pass annual physical fitness assessment.

TOOLS AND EQUIPMENT USED

Personal computer, laptop computer, tablet, Calculator; copy machine; computer; fax machine; cell phone telephone; measuring devices; camera; power tools; hand tools; chain saws; shovels; brooms; ladders; exhaust fans; automobile; heavy fire apparatus; ambulance; patient restraints; first aid equipment; oxygen; environmental meters and other electronics test equipment; general medical equipment; patient lifting devices; breathing apparatus; thermal imaging equipment; steel-tip boots; hearing and eye

protection; structural firefighting turnout gear; and any other required/ issued personal protective equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear, taste and smell.

The employee must frequently lift and/or move up to 50 pounds (in probationary and firefighter/paramedic it states 10 pounds, do we want 10 pounds of 50 pounds?) and occasionally lift and/or move up to 130 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicle and outdoor settings, and in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, oils, toxins, and carcinogens. NOT IN THE PROBATIONARY OR FF/P POSITION DO WE WANT IT? COMPARE AS A WHOLE TO THE OTHERS BECAUSE THEY ARE OFF

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts, in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risks of electrical shock, and vibration.

It is reasonably anticipated that the individual will be exposed to blood-borne pathogens, bodily fluids, and/or other potentially infectious materials in the course of their duties. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Job Responsibilities Related to Patient Privacy

It is expected to protect the privacy of all patient information in accordance with the City of Franklin Fire Department's privacy policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with The City of Franklin Fire Department's policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment.

The Captain may access protected health information and other patient information only to the extent that is necessary to complete their job duties. The Captain may only share such information with those who have a need to know specific patient information in your possession in order to complete their job responsibilities related to treatment, payment or other fire department operations.

The Captain is encouraged and expected to report, without the threat of retaliation, any concerns regarding The City of Franklin Fire Department's policies and procedures on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer.

Disclaimer:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job

CITY OF FRANKLIN Job Description

Job Title : Battalion Chief

Department : Fire

Appointing Authority : Fire Chief/Fire & Police Commission

Reports To : Fire Chief

Salary Level : Salary Grade 12

FLSA Status : Exempt

Prepared By : James C. Mayer, Fire Chief

Prepared Date: November 21, 2024

Approved By: Common Council

Approved Date :

SUMMARY

Assists the Fire Chief in planning, organizing and directing all Fire Department operations. Perform a variety of routine and complex public safety work in the administration of the fire department. Supervise fire suppression, emergency medical calls, hazardous materials, fire education, fire prevention, and related fire department activities. Work requires considerable independence and professional decision-making.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs highly responsible duties serving as a confidential staff advisor to the Fire Chief, recommending, implementing and enforcing policies.

Assume the role of incident commander and determine an overall plan to resolve fire and/or emergency medical situations. Direct subordinate officers and fire crews to appropriate assignments to ensure the plan of action is followed in a safe and effective manner.

Supervise the scheduling and coordination of shift changes shift activities.

Review a variety of fire related reports prepared by subordinate officers or others.

Determine how to deploy personnel during periods requiring special fire department response.

Oversee and assist, as needed, the maintaining of a daily log of personnel accountability, department activity and emergency situations.

Oversee and assist, as needed, the instructing and drilling of fire fighters in use of equipment and methods pertaining to fire, emergency, and medical issues

Determine methods of providing emergency medical response, priorities, location of equipment, and deployment of apparatus to ensure the proper response is made to alarms for emergency medical services

Monitor and observe departmental activities to ensure that conduct and performance conform to department standards

Carry out duties in conformance with Federal, State, County and City laws and ordinances

Decide response priorities and ensure the proper response is made to alarms received during the course of assigned shift.

Determine if additional resources are needed from other communities.

May be directed to conduct internal affair investigations and counsel assigned personnel and/or administer appropriate discipline as warranted

Respond to multiple alarm fire as needed; assume command in the absence of superior officers

Supervise and participate, as needed, in the operation of departmental in-service training activities

Prepare a variety of reports and records including personnel records, prepare performance evaluations, and requisitions

Assist in the preparation and administration of the annual department budget

Perform duties of Fire Chief, in the absence of the Fire Chief, Assistant Chief or Deputy Chief

Maintain professional certifications and keep abreast of changes in the delivery of fire and rescue services

Review, evaluate, and develop programs, policies, and standard operating guidelines related to Fire Department activities with approval from the Chief

Supervise the activity and personnel at all fire stations during their shift

Review a variety of fire related reports prepared by subordinate officers or others

Assists in reviewing evaluating, and developing programs, policies, and standard operating guidelines related to Fire Department activities

Perform other duties as assigned by the Fire Chief

PERIPHERAL DUTIES

Perform the duties of subordinate personnel as needed

Attend conferences and meetings to keep abreast of current trends in the field; represent the City Fire/EMS Department in a variety of local, county, state and other meetings.

Coordinate activities with other supervisors and other City departments, and exchanges information with officials in other fire departments.

Maintain contact with general public, department officers and other City officials in the performance of fire department activities.

Assist in researching and submissions of grants.

Assist Inspection Office in plan review for new developments and other construction projects.

Oversee and develop plans for the maintenance of department equipment, supplies and facilities.

May be assigned to oversee, develop and implement maintenance needed for buildings, apparatus and equipment including general supplies.

Schedule and conduct meetings.

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's Degree in fire science or a closely related field such as Public Safety or Public Administration, or as determined by the Fire and Police Commission. (Degree can be obtained within 4 years of the appointment, provided continued work toward degree completion can be shown throughout this time period.) Successful completion of WI Emergency Medical Technician - Paramedic, five (5) years of experience as a Company Officer (Captain, Lieutenant) (or ten (10) years fire service experience may be considered), and completion of the State of Wisconsin Fire Officer I Certification Program.

Necessary Knowledge, Skills and Abilities:

Extensive knowledge of modern fire suppression and prevention and emergency medical service principles, procedures, techniques, and equipment.

Extensive knowledge of first aid and resuscitation techniques and their application as demonstrated through State EMT Certification.

Considerable knowledge of applicable laws, ordinances, departmental standard operating guidelines, policies, and regulations.

An understanding of the computer network and proficient in the use of software used in the Department.

Proficient in the use of all tools and equipment.

Ability to train and supervise and lead subordinate personnel.

Ability to perform work requiring good physical condition.

Ability to effectively communicate in writing and verbally.

Ability to adapt to change.

Ability to effectively provide and receive verbal and written instructions.

Ability to establish and maintain effective working relationships with subordinates, peers, supervisors, and the public.

Ability to make independent judgments that have highly significant impacts on the organization.

Ability to meet the special requirements listed below.

SUPERVISION RECEIVED

Per department chain of command

SUPERVISION EXERCISED

Supervises subordinate personnel per department chain of command. Supervises all fire and EMS personnel on a shift. Trains employees in procedures and techniques. Coaches and counsels employees in job performance. Effectively recommends discipline, when appropriate.

RESPONSIBILITY FOR PUBLIC CONTACT

Daily contact requiring courtesy, discretion, and sound judgment.

LICENSING AND CERTIFICATION

- Valid WI driver's license.
- Valid Wisconsin EMT - Paramedic License.
- ~~Maintain Wisconsin Fire Officer certification.~~

Completion of the following courses or their equivalent as described by the United States Federal Emergency Management Agency:

- ICS-100: Introduction to the Incident Command System*
- ICS-200: ICS for Single Resources and Initial Action Incidents*
- ICS-300: Intermediate ICS*
- ICS-400: Advanced ICS for General Staff*
- ICS-700: National Incident Management System*
- ICS-800: National Response Framework*

National Fire Academy - Incident Safety Officer (ISO) Certificate*

Battalion Chiefs promoted after the 2024 revision of this job description will be permitted to complete the certifications indicated by () no later than December 31, 2027.

Must successfully pass medical exam consistent with NFPA 1582, after job offer.

Must pass annual physical fitness assessment.

TOOLS AND EQUIPMENT USED

Typewriter; calculator; copy machine; personal computer; fax machine; telephone; measuring devices; camera; power tools; hand tools; chain saws; shovels; brooms; ladders; exhaust fans; automobile; fire truck; ambulance; patient restraints; first aid equipment; oxygen; electronics test equipment; defibrillator; general medical equipment; patient lifting devices; breathing apparatus; steel-tip boots; hearing and eye protection; firefighting clothing; Thermal imaging equipment; hazardous atmosphere metering equipment; and hazardous chemical clothing.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear, taste and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 130 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations.

Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, poisonous gases, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risks of electrical shock, and vibration. It is reasonably anticipated that the individual will be exposed to blood-borne pathogens in the course of their duties.

The noise level in the work environment is usually quiet in office settings, and loud at emergency scenes

Job Responsibilities Related to Patient Privacy

The Employee shall protect the privacy of all patient information in accordance with the City of Franklin Fire Department's privacy policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with The City of Franklin Fire Department's policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment

The Employee may access protected health information and other patient information only to the extent that is necessary to complete their job duties. The Employee may only share such information with those who have a need to know specific patient information they have in their possession to complete their job responsibilities related to treatment, payment or other Fire department operations.

The Employee is encouraged and expected to report, without the threat of retaliation, any concerns regarding The City of Franklin Fire Department's policies and procedures on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer or the Director of Administration

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change

CITY OF FRANKLIN Job Description

Job Title : Lieutenant

Department : Fire

Appointing Authority: Fire Chief/Fire & Police Commission

Reports To : Assistant Chief and/or Battalion Chief

Salary Level : Per Collective Bargaining Labor Agreement

FLSA Status: Non-exempt

Prepared By : James C. Mayer, Fire Chief

Prepared Date : November 21, 2024

Approved By : Common Council

Approved Date :

GENERAL PURPOSE Summary:

Consistent with the requirements set forth in NFPA 1021: *Standard for Fire Officer Professional Qualifications*, perform the general duties of a modern fire company officer; including leading and supervising employees in emergency operations such as structural firefighting and providing Emergency Medical Services at the advanced (Paramedic) level; and while performing non-emergency essential daily duties.

ADD SPACE TO MATCH CAPTAINS POSITION

The Lieutenant will actively promote employee safety and wellness, accountability, and effective and constructive two-way communication pathways. The Lieutenant will act as a guide, mentor, coach, and advocate on behalf of his or her assigned crewmembers; and is generally responsible for the condition, status, and response readiness of his or her assigned station, apparatus, and crew.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Perform firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, performing firefighting tasks; and providing primary supervision of personnel performing those tasks.

Provide Perform emergency medical care and transport as a licensed EMT-Paramedic to the standards established by the department, the Milwaukee County EMS Medical Director, and the State of Wisconsin, aid activities including administering Emergency Medical Services (EMS) at the paramedic practice level, and providing other assistance to community residents, visitors, and stakeholders as required.

Participate and supervise in fire drills, attend and instruct classes in firefighting, emergency medical **care and treatment**, hazardous materials **response**, and **a variety of** related subjects.

Receive and relay **phone** fire calls and fire alarms **information**. Operate radio and other communication equipment. Ensure that the proper response is made to each call.

Participate in the inspection of buildings, hydrants, and other structures in **fire prevention programs**. **As required by State Status and Department community safety initiatives**. Also, supervise firefighters performing inspections.

Supervise and assist firefighters in maintenance of fire equipment, apparatus and facilities. Perform minor repairs to departmental equipment.

Assist in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency aid activities.

Present programs to the community on safety, medical, and fire prevention topics **as assigned**.

Perform duties as a licensed EMT-P **Paramedic**, according to criteria and standards set forth by the department and the Milwaukee County Office of Emergency Management (MC-OEM)

Assist in department administrative activities.

PERIPHERAL DUTIES

Establish initial incident command at the scene of emergencies, and assume the role and responsibility of Acting Battalion Chief/Shift Commander as assigned.

Under the supervision of the Battalion Chief, assists in the operation of the fire station, including training, supervising and evaluating assigned personnel.

MINIMUM QUALIFICATIONS

Education and Experience:

High School graduation or GED equivalent, successful completion of WI **Emergency Medical Technician EMT- Paramedic license with current Milwaukee County full practice paramedic status**, Certified Firefighter II and Fire Officer I, Completion of Franklin Fire Department Officer Development Certification, current Milwaukee County full practice paramedic status, Associates Degree in Fire Science or at least 65 college credits towards a Bachelor's Degree in Fire Science or an occupationally related field as determined by the Franklin Fire and Police Commission, and three (3) years' experience as a full-time firefighter.

Necessary Knowledge, Skills and Abilities:

Working knowledge of driver safety.

Working knowledge of first-aid **emergency medical care**.

Working knowledge of the operation of fire suppression and other emergency equipment.

Working knowledge of standard firefighting, emergency aid ~~response~~, hazardous materials, and fire prevention techniques.

Ability to perform strenuous or peak physical activities during an emergency, training or station maintenance activities for prolonged periods of time ~~and~~ under conditions of extreme heights, intense heat, cold or smoke.

Ability to act effectively in emergency and stressful situations.

Ability to give and receive verbal and written instructions.

Ability to effectively communicate in writing and verbally.

Ability to adapt to change.

Ability to establish effective working relationships with employees, other agencies, and the general public.

An understanding of the computer network and proficient in the use of software used in the Department.

Ability to train & supervise subordinate personnel.

Ability to make independent judgments which have significant impacts on the organization.

SUPERVISION EXERCISED

Exercises supervision over Firefighters as assigned.

RESPONSIBILITY FOR PUBLIC CONTACT

Frequent contact requiring courtesy, discretion, and sound judgment.

LICENSING AND CERTIFICATION

Valid WI driver's license.

Wisconsin Paramedic License, Milwaukee County full practice status paramedic ~~current National Registry of Emergency Medical Technician-Paramedic (NREMT-P) unless grandfathered from this specific requirement by MC-OEM.~~

Completion of the following courses or their equivalent as described by the United States Federal Emergency Management Agency:

- ICS-100: Introduction to the Incident Command System*
- ICS-200: ICS for Single Resources and Initial Action Incidents*
- ICS-700: National Incident Management System*
- ICS-800: National Response Framework*

National Fire Academy - Incident Safety Officer (ISO) Certificate*

***Lieutenants promoted after the 2024 revision of this job description will be permitted to complete the certifications indicated by (*) no later than December 31, 2027.**

Must successfully pass medical exam consistent with NFPA 1582 **and per department policy**, after job offer.

Must pass annual physical fitness assessment.

TOOLS AND EQUIPMENT USED

Personal computer, laptop computer, tablet; Calculator; copy machine; computer; fax machine; **cell phone** telephone; measuring devices; camera; power tools; hand tools; chain saws; shovels; brooms; ladders; exhaust fans; automobile; **heavy fire apparatus;** ambulance; **patient restraints; first aid equipment;** oxygen; **environmental meters and other** electronics test equipment; general medical equipment; patient lifting devices; breathing apparatus; thermal imaging equipment; steel-tip boots; hearing and eye protection; structural firefighting turnout gear; and any other required/ issued personal protective equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear, taste and smell.

The employee must frequently lift and/or move up to 50 pounds **(in probationary and firefighter/paramedic it states 10 pounds, do we want 10 pounds or 50 pounds?)** and occasionally lift and/or move up to 130 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicle and outdoor settings, and in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, oils, toxins, and carcinogens. NOT IN THE PROBATIONARY OR FF/P POSITION DO WE WANT IT? COMPARE AS A WHOLE TO THE OTHERS BECAUSE THEY ARE OFF.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts, in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risks of electrical shock, and vibration.

It is reasonably anticipated that the individual will be exposed to blood-borne pathogens, bodily fluids, and/or other potentially infectious materials in the course of their duties. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Job Responsibilities Related to Patient Privacy

It is expected to protect the privacy of all patient information in accordance with the City of Franklin Fire Department's privacy policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with The City of Franklin Fire Department's policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment.

The Lieutenant may access protected health information and other patient information only to the extent that is necessary to complete their job duties. The Lieutenant may only share such information with those who have a need to know specific patient information in your possession in order to complete their job responsibilities related to treatment, payment or other fire department operations.

The Lieutenant is encouraged and expected to report, without the threat of retaliation, any concerns regarding The City of Franklin Fire Department's policies and procedures on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer.

Disclaimer:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job

DRAFT



Office of the Fire Chief

James C. Mayer

To: City of Franklin Personnel Committee Members
Director of Administration Kelly Hersh
Human Resources Manager Dana Zahn

Date: December 11, 2024

Subject: Recommended update to Fire Battalion Chief sick leave and CTO benefits

The Franklin Fire Department's three (3) Battalion Chiefs serve as "Shift Commanders" on each of our rotating, 24-hour duty shifts. The Battalion Chiefs are part of our administrative staff (non-represented) and are the highest-ranking officer assigned to each duty shift. They perform a wide range of functions including daily oversight of fourteen personnel assigned to their respective shifts, who are on duty at the city's three fire stations.

The Battalion Chiefs work the same 56 hour per-week shift schedule as the represented personnel they supervise. Their work is not limited to administrative duties and can be very physically demanding, as they respond to emergency calls including fires, vehicle crashes and emergency medical calls for service at all times of the day and in all weather conditions. The primary role of the Battalion Chief is to serve as the overall Incident Commander for significant emergency incidents within the City of Franklin.

I am requesting the following adjustments to the Battalion Chief sick leave and CTO benefits listed in the Employee Handbook. This adjustment will provide parity with the represented employees and will be extremely valuable for employee retention, health and morale.

Sick leave -

During negotiations for the 2024-2026 Fire Labor Agreement it was agreed to increase the sick leave benefit to 24 hours (1 shift) per-month for represented employees. Currently Battalion Chiefs receive 12 hours a month. In addition, they must relinquish 72 hours of sick leave in order to obtain their 5th week of vacation. This has the effect of the Battalion Chiefs receiving only 3 shifts of sick leave per year compared to the 12 shifts received by the bargaining unit employees.

I propose making an equal adjustment for the Battalion Chiefs, effective 1/1/2025. The following changes would be incorporated into the Employee Handbook Sick Leave language:

Extended-term employees shall not be entitled to use sick leave until they have been employed continuously for at least six (6) months, and have successfully completed a standard introductory period. Sick leave shall accrue at the rate of eight (8) hours for each calendar month of service for extended-term full-time employees. Effective **1/1/2024**

1/1/2025, Fire Department command staff that work a 24-hour shift will accrue paid sick leave at the rate of ~~1/2~~ 1 working day (~~12 hours~~ 24 hours) for each full month of service (prior to ~~1/1/24~~ 1/1/25 this was ~~24~~ 12 hours per month). Supervisory and management employees do not have a maximum accumulation of sick leave. A full month of service shall refer to any month in which an employee receives pay for at least ten (10) days. For Fire Command staff that work a 24-hour shift a full month of service shall refer to any month in which the employee receives pay for at least five (5) days.

Compensatory Time Off (CTO) -

In the 2024 – 2026 Fire Labor Agreement, the allowed bank of CTO was increased from 72 to 96 hours for represented employees.

I propose making an equal adjustment for the Battalion Chiefs, effective 1/1/2025. The following changes would be incorporated into the Employee Handbook Overtime language:

Fire Department Provisions: Battalion Chiefs working a 56-hour work week are eligible to receive overtime payment or compensatory time according to the Fair Labor Standards Act, Fire Department work rules, and the City's Employee Handbook. Battalion Chiefs may accumulate up to 96 hours of compensatory time off. Any portion of a compensatory time balance accumulated may be carried forward from one calendar year to a subsequent calendar year; however, any such balance carried forward may only be taken off and may not be paid out except in the case of termination. Once per month, except in December, and in conjunction with the time sheets submitted for the last pay date of each month, employees may request payout of any compensation time balance accrued during that calendar year.

Recommended Motion:

Motion to recommend to Common Council the implementation of the above benefit changes for the Fire Battalion Chiefs effective 1/1/2025 and authorization to insert the above recommended language changes into the Employee Handbook.

APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE 12/17/2024
REPORTS & RECOMMENDATIONS	Annual Market Adjustment, Market Adjustment to Wage and Salary Rates, and Progress to Market Wage Adjustment for Non-Represented Employees	ITEM NUMBER

BACKGROUND

Franklin's Classification and Compensation Plan, which was implemented at the end of 2015, identified the following three potential annual adjustments to employee wage rates:

1. Market Adjustment to Wage and Salary Rates: The Annual Market Adjustment changes the overall pay plan structure. Individual wage rates then need to be adjusted at a rate equal to the Annual Market Adjustment to allow each employee to maintain their position in the market. This action does not advance employees within their range but attempts to keep employees at an equitable wage to the cost of living and with our comparable cities.

2. Progress-to-Market-Rate Adjustments: Identifies the portion of a merit increase that an employee is eligible for annually unless otherwise directed by the Common Council, based upon where the employees are within their applicable Salary Range.

Note: This is conceptually similar to a step increase in some plans. Franklin's increases are graduated, as follows, depending upon an employee's current position in the range:

- Below 30% in the applicable salary range = 2.25% adjustment,
- Below the Midpoint, from 30% up to less than 50% in the range = 1.5% adjustment, and
- From Midpoint up to Market Rate, from 50% up to less than 65% in the range = .75% adjustment

3. Merit Performance Increases: With the upcoming implementation of an improved performance evaluation system, additional funding would be available, based upon the performance evaluation results, to those individuals performing above a satisfactory level.

Funding was included in the 2025 budget for the 2% market adjustment for non-represented employees and for the progress-to-market-rate adjustment. Approvals for the merit performance increases will be requested at a later date when the Common Council authorizes the merit program.

ANALYSIS

Comparable City Wage Increases

Wage increase information was requested from our normal 14 comparable communities. Only 9 have been received. Increases range from 2 – 4% increases, plus additional step and merit adjustments. The average increase for these 9 communities is 2.75%, making the Franklin recommended increase for 2025 a little below the average. Franklin is still lagging somewhat on a five-year rolling average for the increase and the overall wages paid.

Franklin needs to consider the pay of comparable cities. The pool of employees drawn upon by the majority of

these cities is the same as those Franklin works to attract vacancies, and with the workforce becoming more mobile, competition for staff is more intense than ever.

Classification and Compensation Plan-Continued Implementation

Regarding the Classification and Compensation Plan, which was implemented in late 2015, the execution of the plan did not immediately place employees at their designated market rate if they were below it, even if they were productive, longstanding employees, while allowing those over their market rate to retain their current level of pay. Instead, it laid out a plan for those employees to progress slowly to their market rate, based on the details in the second item in the Background section above, which makes this piece of the increase critical to continue moving those employees toward their established market rate.

Finally, as set forth within the adopted policy for the pay plan, all wage increases are subject to each employee receiving a performance review grade of at least “Standard” or better, which will be confirmed and documented by the department heads since there is not yet a formal appraisal process in place. As the plan requires, only employees who successfully complete their job duties are considered for any of the above-noted increases. A formal appraisal process will also be created.

RECOMMENDATION

Staff recommends that the Council authorize the 2% market adjustment to both the salary schedule and wages and the progress to market adjustment, as outlined above.

COUNCIL ACTION REQUESTED

Motion to approve a 2025 Annual Market Adjustment to the Pay Ranges of the Compensation Plan and a Market Adjustment to Wage and Salary Rates, both by 2%, along with a Progress to Market Wage Adjustment, for non-represented employees effective with the start of the pay period with a pay date of January 10, 2025, and authorize Human Resources to incorporate the new Salary Ranges into the Employee Handbook.

DOA – KH; HR – DZ

Staffing Report

Data as of December 12th, 2024

Open Positions					
Number of Positions	Title	Date of Vacancy	Reason for Vacancy	Employee Group	Status
1	Light Equipment Operator (or Mechanic)	10/4/2024	Resignation	Non-Rep	1 employee resigned from DPW. We will fill either a LEO or a Mechanic/LEO position, depending on the applications we receive.
1	Public Health Nurse	9/27/2024	Resignation	Non-Rep	Jamie Kopera resigned for a home based opportunity. We have an accepted conditional offer but the candidate is not starting until 12/30/24.
2	Police Officer	6/3/24, 6/7/24	Termination and Retirement	Police Union	1 officer did not pass probation and Sgt Bath has retired. We have one new employee scheduled to start on 1/2/25.
1	Police Captain	1/15/2025	Retirement	Non-Rep	Captain Morris will be retiring in January. Sgt Ireland is being promoted to Captain 1/17/25. Detective Goers is being promoted to Sergeant and Officer Malkowski is also being promoted to Sergeant, all on 1/17/25.
1	Dispatcher	4/1/2025	Retirement	Non-Rep	Dispatcher Boziel has turned in her retirement notification.
1	City Engineer	8/14/2024	Resignation	Non-Rep	Glen Morrow submitted his resignation to take another position out of State.
1	Engineering Tech IV	10/25/2024	Resignation	Non-Rep	the next level tech position. The remaining position will be left open at this time.

X