

**CITY OF FRANKLIN
PERSONNEL COMMITTEE MEETING
FRANKLIN CITY HALL INSPECTION CONFERENCE ROOM
9229 W. Loomis Road, Franklin, Wisconsin
6:00 p.m., February 19, 2018**

MINUTES

- I. The February 19, 2018 Personnel Committee Meeting was called to order at 6:00 p.m. by Vice-Chair Wikel in the Inspection Conference Room at City Hall. Members present were Wikel, Traynor, Pesch, Budny, Alderman Barber, Alderman Mayer and Alderman Dandrea. Chair Brunner was excused. Also in attendance were Director of Administration Luberda, Human Resources Coordinator Zahn, Fire Chief Remington, and Assistant Fire Chief Hays.

- II. Citizen comment period

There were no citizen comments.

- III. Welcome to New Member Richard Budny

Vice-Chair Wikel welcomed Member Budny to the group. No Action Needed.

- IV. Approval of the Minutes from December 18, 2017.

Motion by Alderman Barber and seconded by Alderman Dandrea to approve the minutes from 12/18/2017. Motion Carried: Ayes – All

- V. Approval of a Job Description for the Position of Lead Dispatcher.

Motion by Alderman Mayer and seconded by Member Traynor to recommend to Common Council the approval of the job description for Lead Dispatcher with no changes. Motion Carried: Ayes – All.

- VI. Authorization for a \$400 monthly vehicle allowance for Assistant Fire Chief Patrick Hays in lieu of regular use of a take-home vehicle.

Motion by Alderman Barber and seconded by Member Pesch to recommend to Common Council approval of a \$400 monthly vehicle allowance for Assistant Chief Patrick Hays in lieu of regular use of a take-home vehicle effective for the first pay period of February 2018 and subject to execution by Assistant Chief Hays of a vehicle allowance acknowledgement as to be prepared by the Director of Administration. Motion Carried: Ayes – 5 (Alderman Mayer abstained).

- VII. Staffing Report

Human Resources Coordinator Zahn informed the Committee that in addition to the Staffing Report changes there were 2 additional openings to announce – one for Dispatcher and one for 1st Assistant Building Inspector. No Action Needed.

- VIII. Next Meeting Date

The next regularly scheduled meeting would be March 19, 2018.

- IX. Adjournment

Motion by Alderman Dandrea and seconded by Alderman Barber to adjourn the Personnel Committee meeting at 6:16 p.m. Motion carried: Ayes-All.