

EMPLOYEE RELATIONS COMMITTEE MEETING MINUTES
MARCH 5, 2008 @ 4:00 P.M.
COUNCIL CHAMBERS, NEWTON CITY HALL

The Employee Relations Committee Meeting of Newton, Iowa met at 4:00 p.m. on the above date in the Council Chambers located at 101 West 4th Street South. Present: Mike Hansen, Chair and Committee members Foreman, Mullan.

Moved by Mullan seconded by Foreman to approve the February 27, 2008 Employee Relations Committee Meeting Minutes. AYES: Three. NAYS: None. Motion carried.

Fire Chief Clement presented a new organizational structure for the Fire Department, noting the new structure will take effect upon the retirement of the Battalion Chief in May of 2009, upon approval of the new structure, the job responsibilities of the Battalion Chief and the Training Officer Coordinator will merge. The new job title that was being recommended is Deputy Chief. In order to prepare the department to achieve this structure by May 2009, I am recommending the following: The vacant Fire Marshal position is filled by a Firefighter/Paramedic Michael Knoll, a firefighter is hired to replace Knoll on crew and Knoll will be temporarily assigned to crew until he can be replaced. Completion of the above temporarily assigning the Fire Marshal to crew will enable crews to be at a minimum seven man crews. It will also allow the Fire Department to maintain current levels of emergency responses to the citizens of our community. There will be a need for schedule adjustments for the Fire Marshal Office until he can be assigned to a 40-hour workweek. It was unanimous of the committee to accept this recommendation. David Watson asked if the Fire Marshal could be hired. It was unanimous by the committee to hire the Fire Marshal position.

The next order of business was a discussion on the non-bargaining pay plan and matrix. Mike Hansen, Chair stated he was not sure the matrix was being implemented the way it was originally designed. He did not understand that the cost of living increase was to be put into each step. A discussion ensued. The discussion ended with the recommendation for the City Administrator and the Employee Relations Chair, Hansen to visit with Dan Schneider who was the consultant hired by the City to design the pay plan / pay matrix.

Moved by Foreman, seconded by Mullan to go in to closed session to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual request a closed session. Pursuant to the provisions of Section 21.5(1)(i), Code of Iowa 2007. AYES: Three. NAYS: None. Motion carried.

At 5:27 p.m. with all members present they returned to open session.

Moved by Mullan, seconded by Foreman to go into closed session to discuss strategy in matters relating to employment conditions of employees of the governmental body who are not covered by a collective bargaining agreement which discussions are exempt from the open meetings law pursuant to the provisions of Section 21.9, Code of Iowa 2007. AYES: Three. NAYS: None. Motion carried.

At 5:30 p.m. with all members present they returned to open session.

Moved by Mullan, seconded by Foreman to adjourn the meeting. By unanimous voice vote the meeting adjourned at 5:40 p.m.

Mike Hansen, Chair

Candice Van Zee
City Clerk