

**CITY OF HANOVER
CITY COUNCIL SPECIAL MEETING
DECEMBER 9, 2015 – OFFICIAL MINUTES**

Call to Order

Mayor Kauffman called the Special City Council Meeting of Wednesday, December 9, 2015 to order at 6:05 p.m. Present were Mayor Chris Kauffman, Councilors Doug Hammerseng, Ken Warpula, and Jim Zajicek. Also present were City Administrator Brian Hagen, Fire Chief Dave Malewicki, and Assistant Fire Chief Brian Kottke. Councilor John Vajda was absent.

Approval of Agenda

MOTION by Hammerseng to approve agenda, seconded by Warpula. **Motion carried unanimously.**

Fire Department Policies

Hagen opened the discussion by stating policies related to the Fire Department operations were to be discussed. Two main policies are Officer Selection and City Staff as members of the department. Additional policies will be explained, but no action would be expected tonight.

Chief Malewicki provided three scenarios for the officer selection process. The first was the current way where individuals are graded by their peers on a set of qualifications. Based on the scores, an individual could be placed on the ballot for voting. A second scenario is to have a straight vote. There would be zero qualifying factors. The third option would be a combination of testing, fire department member choice, and Chief discretion. Malewicki explained that he felt the department needed a selection process that is current with today's legal requirements related to employment. He stated the current process was put in place, but he fears that it is not as effective as it was meant to be. Discussion continued on an effective process which allows Council to continue to have final approval of the Fire Department Officers, while still allowing the members to have input.

MOTION by Hammerseng to recess the meeting at 6:45 p.m., seconded by Warpula. **Motion carried unanimously.**

MOTION by Warpula to resume the meeting at 6:48 p.m., seconded by Zajicek. **Motion carried unanimously.**

Fire Department policy discussion continued with how can City Staff members assist the Fire Department on emergency calls. The Chief stated that day time call response availability is minimal. He suggested that staff be able to assist on calls in order to allow for better response rates. Council was open to the suggestion. Council stated they would be willing to pay regular hourly wages if a fire call was responded to during normal working hours. Hagen asked about over time. Council did not want employees staying on calls and responding to calls past 40 hours per week. Additionally, staff would need to use judgement on what task at hand is priority, either the fire call, or main job responsibility.

Hagen continued the policy discussion by stating he was going to turn some of his focus to the Fire Department in order to develop a better understanding of the operations of the department. Hagen stated that past Administrators have spoken highly of the department, but he has not had the opportunity to learn the department. Hagen also felt there were areas that could require changes in order to ensure proper processes are being followed. Hagen explained that staff is willing to assist the department where needed and desired. Malewicki and Warpula both commented that the hiring process is in need of changes. The hiring should be controlled by the City's HR representative and not the Fire Department.

Public Works Facility Topographical Survey

Hagen stated that a company by the name of Lot Surveys is able to complete a topographical survey for the Public Works Facility. They quoted a price of not to exceed \$3,300. Hammerseng suggested getting a price for the entire 10 acres in order to continue the joint efforts between JS Stewart Companies and the City. This could bring the cost down for both parties.

MOTION by Hammerseng to approve a not to exceed amount of \$3,300 for a topographical survey by Lot Surveys, seconded by Zajicek. **Motion carried unanimously.**

Adjournment

MOTION by Hammerseng to adjourn at 8:05 p.m., seconded by Warpula. **Motion carried unanimously.**

APPROVED BY:

Chris Kauffman, Mayor

ATTEST:

Brian Hagen, City Administrator