

**CITY OF MERRILL
PERSONNEL AND FINANCE COMMITTEE
Tuesday, September 24, 2013 at 5:15 P.M.**

**City Hall Basement Conference Room
1004 East First Street**

Voting members: Alderman Steve Hass (Chairperson),
Alderwoman Anne Caylor, and Alderman Ryan Schwartzman

AGENDA

1. Call to order
2. Vouchers
3. Discuss employee health insurance options including 2014 Security Health Plan renewal, Employee Contribution %, and proposed Spouse Surcharge
4. Overview of Fire Department Administrative Captain Position – duties, responsibilities, and hours
5. Consider resolution amending Chapter 2, Operations – Scheduled Hours and Overtime, Section 7-5-2 Fire Department Supervisory Personnel (at September 10th, 2013 Common Council meeting, the resolution was referred to the Personnel and Finance Committee)
6. Monthly Reports:
 - a. Municipal Court
 - b. Finance Director Unertl
 - c. City Attorney Hayden
 - d. City Clerk Heideman
 - e. City Administrator Johnson
 - f. City Building/Zoning Permits
7. Next Meeting
8. Public Comment

9. Committee may convene in closed session pursuant to Wis. State Statutes Sec. 19.85(1)(e) - Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session to consider Police Union and Fire Union negotiation strategy; and pursuant to Wis. State Statutes Sec. 19.85(1)(c) and (f) for the purpose of consideration of employment status of City employee over which the Common Council exercises jurisdiction to discuss specific personnel matters including employee medical history

10. Adjournment

NOTE: It is possible that a quorum of the Common Council will be present at this meeting. However, no Common Council action will be taken.

Agenda prepared by Kathy Seubert
Agenda reviewed by Alderman Steve Hass

The Merrill City Hall is accessible to the physically disadvantaged. If special accommodations are needed, please contact the Merrill City Hall at 536-5594.

Date and time agenda was posted: _____ *Posted by:* _____

3

City of Merrill - Security Health Plan (SHP) - 2014 Non-Union Coverage

The 2012 SHP increase was 7.1%

Deductible \$500/\$1,500	Monthly Premium		Annual Premium		Employee %
	Single	Family	Single	Family	
Security Health Plan HMO	\$828.10	\$1,656.16	\$9,937.20	\$19,873.92	
Employee Co-Payment	(\$103.50)	(\$207.00)	(\$1,242.00)	(\$2,484.00)	12.5%
Net City Expense	\$724.60	\$1,449.16	\$8,695.20	\$17,389.92	

The 2013 SHP increase was 8.4%

Deductible \$500/\$1,500	Monthly Premium		Annual Premium		Employee %
	Single	Family	Single	Family	
Security Health Plan HMO	\$897.66	\$1,795.28	\$10,771.92	\$21,543.36	
Employee Co-Payment	(\$112.20)	(\$224.40)	(\$1,346.40)	(\$2,692.80)	12.5%
Net City Expense	\$785.46	\$1,570.88	\$9,425.52	\$18,850.56	

The 2014 SHP increase is 5.5%

Deductible \$500/\$1,500	Monthly Premium		Annual Premium		Employee %
	Single	Family	Single	Family	
Security Health Plan HMO	\$947.03	\$1,894.02	\$11,364.38	\$22,728.24	Proposed
Employee Co-Payment	(\$123.12)	(\$246.24)	(\$1,477.44)	(\$2,954.88)	13.0%
Net City Expense	\$823.91	\$1,647.78	\$9,886.94	\$19,773.36	

Increase in Premium	\$49.37	\$98.74	\$592.46	\$1,184.88
----------------------------	----------------	----------------	-----------------	-------------------

Increase in City Expense for 2014	\$38.45	\$76.90	\$461.42	\$922.80
	77.9%	77.9%		

Employee Co-Pay Difference	
Monthly Premium	
Single	Family
\$10.92	\$21.84
22.1%	22.1%

Employee Co-Pay Difference	
Annual Premium	
Single	Family
\$131.04	\$262.08

Proposed Employee % Change
0.50%

City of Merrill - Security Health Plan (SHP) - 2014

HSA Eligible Option

The 2013 SHP decrease was -8.58%

Deductible \$1,250/\$2,500	Monthly Premium		Annual Premium		Employee %
	Single	Family	Single	Family	
Security Health Plan - HMO - HSA Eligible	\$757.04	\$1,514.08	\$9,084.48	\$18,168.96	8.98%
Employee Co-Payment	(\$67.98)	(\$135.96)	(\$815.76)	(\$1,631.52)	
Net City Expense	\$689.06	\$1,378.12	\$8,268.72	\$16,537.44	

The 2014 SHP increase is 5.5%

Deductible \$1,250/\$2,500	Monthly Premium		Annual Premium		Employee %
	Single	Family	Single	Family	
Security Health Plan - HMO - HSA Eligible	\$798.68	\$1,597.35	\$9,584.16	\$19,168.20	9.000%
Employee Co-Payment	(\$71.88)	(\$143.76)	(\$862.56)	(\$1,725.12)	
Net City Expense	\$726.80	\$1,453.59	\$8,721.60	\$17,443.08	

Change in Premium	\$41.64	\$83.27	\$499.68	\$999.24
--------------------------	----------------	----------------	-----------------	-----------------

Change in City Expense for 2014	\$37.74	\$75.47	\$452.88	\$905.64
	90.6%	90.6%		

Employee Co-Pay Difference Monthly Premium	
Single	Family
\$3.90	\$7.80
9.4%	9.4%

Employee Co-Pay Difference Annual Premium	
Single	Family
\$46.80	\$93.60

Employee % Change
0.020%

DRAFT

SPOUSAL SURCHARGE AFFIDAVIT

Completion of this affidavit is required for employees with “Employee plus Spouse” or “Family” coverage only.

- My spouse or domestic partner **is** eligible for other medical coverage offered by his/her employer.
- My spouse or domestic partner **has been denied** enrollment at this time. A letter is attached from his/her employer to verify this.
- My spouse or domestic partner **is not eligible** for other medical coverage offered by his/her employer.
- My spouse or domestic partner **is not employed**. I understand that I am entitled to cover my dependents under City of Merrill's health benefit plan.

I also understand that I must pay an additional \$200 per month for medical coverage if my spouse or domestic partner is eligible for medical coverage through his/her employer, but enrolled in the City of Merrill medical plan.

I understand that it is my responsibility to update my Spousal Surcharge Affidavit with the City of Merrill should his/her eligibility change. Such notification must be submitted within 31 days from the date of the change.

I understand that any misrepresentation above could result in the cancellation of benefits and non-payment of expenses. The City of Merrill reserves the right to verify the information provided.

I authorize the City of Merrill to deduct this \$200/month surcharge from my earnings if I choose to cover my spouse or domestic partner under the City of Merrill's medical plan and coverage is available through his/her employer..

Employee Name (please print):

Spouse or Domestic Partner Employment Information:

Company Name (please print): _____

HR Contact (please print): _____

Phone Number: _____

Signature / Date

DRAFT

**CERTIFICATION OF NO ACCESS TO GROUP HEALTH
INSURANCE COVERAGE**

I certify my spouse does not have access to group health insurance coverage for one of the following reasons.

_____ My spouse is currently unemployed

_____ My spouse is self-employed

_____ My spouse's employer does not offer benefits

I acknowledge that the above statement is true and that any false statements in this certification could result in additional premium charges, including retroactive collection of premium due. I also understand any false statement could be grounds for discipline up to including termination of employment.

CERTIFIED to this _____ day of _____, 200__.

Subscribed and sworn to before me

This ___ day of _____, 200__.

Employee signature

Notary Public, State of Wisconsin

(Type or print name)

County of _____

My Commission: _____

DRAFT

VERIFICATION OF ACCESS TO GROUP COVERAGE

EMPLOYEE NAME _____

_____ The above employee **is** eligible to participate in our employer sponsored group health insurance plan.

_____ The employee above **is not** eligible to participate in our employer sponsored group health insurance plan.

_____ This employee will be eligible for coverage as of _____.

Employee signature

Employer Signature

Required when access to employer sponsored coverage not available



Snooki sues over perfume

Reality television star Nicole "Snooki" Polizzi has sued Excell Brands L.L.C. for allegedly using her name without permission. **34**

SECTIONS

INTERNATIONAL 10

OPINIONS 12

RESEARCH & DATA 23

PEOPLE 24

MARKET PULSE 26

OFF BEAT 34

HEALTH CARE BENEFITS

More firms unwilling to cover workers' spouses

BY JERRY BEISEL

More employers are expected to try to hold down health plan costs by denying coverage to employees' spouses or imposing surcharges in situations when spouses are eligible for coverage from their own employers.

Such a trend has been going on for some time as a cost-cutting move and allows employers to direct corporate health care dol-

lars to those most in need.

The design change received new attention last month when Louisville, Ky.-based package delivery giant United Parcel Service Inc. said employees' working spouses will lose health coverage next year, if they are eligible for coverage from their own employers.

Rising health care costs "combined with the costs associated

See SPOUSES page 31

SPOUSAL COVERAGE

The percentage of employers that will not cover employees' spouses with access to health insurance from their own employers or will impose a surcharge in that situation has increased since 2008.

Year	Spousal cover excluded	Surcharge imposed
2012	6%	6%
2010	5%	6%
2008	3%	5%

Source: Mercer L.L.C.

CORRECTIONS

■ A column listing net reinsurance premiums written was omitted from a chart ranking the world's largest reinsurers in the Aug. 26 edition of *Business Insurance*. The complete chart appears on page 23 of this issue.

■ An article in the July 29 issue, "'Top Hat' Retirement Plans Rebounding for High-Level Execs," should have said that workers older than 50 can make additional catch-up contributions of \$5,500 to their 401(k) plans this year, not \$5,000. In addition, Section 409A, not 401A, of the Internal Revenue Code governs nonqualified deferred compensation plans. There is no penalty for early withdrawal as long as the plans follow Section 409A rules.

chase last week of London-based brokerage Giles Group of Cos. underscores large U.S. brokerages' need to grow overseas.

The \$362.1 million deal, expected to close in October pending regulatory approval, expands Itasca, Ill.-based Gallagher's footprint in the United Kingdom. Gallagher is the third-largest broker of U.S. business, according to the 2013 *Business Insurance* ranking of the top 100 U.S. brokers.

"It more than doubles their office locations in the U.K.," said Timothy J. Cunningham, managing director of Chicago-based investment banking and consulting firm Optis Partners L.L.C.

He said Giles' business mix blends nicely with Gallagher's diversified corporate structure.

"Giles has mid-market, retail, program, wholesale, underwriting and personal lines," Mr. Cunningham said. "It looks like a smaller version of Gallagher."

In a statement, Gallagher Chairman and CEO J. Patrick Gallagher Jr. said there are similarities, but limited overlap in their respective

See GALLAGHER page 30

SPOUSES

Continued from page 3

with the Affordable Care Act have made it increasingly difficult to continue providing the same level of health care benefits to our employees at an affordable cost," UPS said in a memorandum to employees.

It is easy to understand the motivation behind corporate moves to eliminate eligibility or boost health care premiums for employees' spouses who can obtain coverage elsewhere, experts say.

Because family coverage is much more expensive than employee-only coverage, employers can reap significant savings when spouses are not covered or pay premium surcharges when they are eligible for coverage through their own employers but don't take it.

For example, the average premium this year for employee-only coverage was \$5,884, the Kaiser Family Foundation in Washington said. Adding a spouse easily will double that premium, experts say.

The Patient Protection and Affordable Care Act also gives employers a further incentive to pare their health plan enrollment numbers.

Starting next year under the law, employers have to pay a \$63 rein-

surance fee that is imposed for every health care plan participant. Revenue generated by the transitional reinsurance program fee will be used to partially reimburse insurers for covering high-cost individuals through health exchanges.

"Health care reform accelerates the move" to reduce plan enrollment numbers, said Amy Gordon, a partner at McDermott, Will & Emery L.L.P. in Chicago. The new reform law fees "are making employers more sensitive to plan costs."

In addition, employers that reduce plan enrollments or add surcharges for spouses eligible for coverage through their own employers can use that money to keep the lid on premium increases for coverage for employees and their nonworking spouses.

"It is a way of making coverage more affordable to employees by not picking up the costs of those eligible for coverage elsewhere," said Michael Thompson, a principal with PricewaterhouseCoopers L.L.P. in New York.



COMPARING EMPLOYERS' SPOUSAL HEALTH COVERAGE

Smaller employers are more likely to exclude spousal health coverage, while larger employers are more likely to impose a surcharge for employees' spouses who are eligible for coverage from their own employers.

Employer size	Spousal cover excluded	Surcharge imposed
500-4,999 employees	7%	5%
5,000-9,999 employees	4%	7%
10,000-plus employees	3%	13%

Source: Mercer L.L.C.

"This approach is fairer and more compassionate than requiring an employer's entire workforce to pay more," said Tracy Watts, a senior partner with Mercer L.L.C. in Washington.

Still, there are downsides to denying coverage for working spouses.

"It can be an inconvenience for spouses and families. You add more complexity," said Dave Ratcliffe, a principal at Buck Consultants L.L.C. in Washington. That complexity could arise in situations when working couples have to deal with two health insurers rather than one.

In addition, employers could lose a bit of a competitive edge by denying coverage to working spouses or imposing surcharges for spousal coverage, while other employers in their industries don't do the same, experts said.

"Attraction and retention" of highly skilled employees are important, Mr. Ratcliffe said.

For working spouses who are eligible for coverage through their own employers, the nation's largest employers have been more likely to take the surcharge approach.

For example, a Mercer survey found that 13% of employers with 10,000 or more employees imposed surcharges in such situations, compared with just 5% of employers with 500 to 4,999 employees.

Imposing and collecting sur-

charges is administratively more complex than denying coverage and large employers have greater resources to administer such a feature than smaller firms, Mercer's Ms. Watts said.

While the health care reform law may, at least in part, be a catalyst for the corporate move to deny coverage or add surcharges for employees' working spouses, the law does not impose any barriers to such approaches.

Effective Jan. 1, 2015, the law will require employers to provide affordable coverage to employees.

"That obligation does not extend to spouses," said McDermott, Will & Emery's Ms. Gordon.

ADVERTISER

INDEX

Issue of September 9

ADVERTISER	PAGE #
AIG	36
Berkshire Hathaway	2
Business Insurance	13, 25, 27
Catlin	17
Discovery Benefits	29
Florida State University	30
Helmsman Management Services	9
Liberty International	35
Liberty Mutual	5
OneBeacon	22
Pinnacle Actuarial Resources	21
Swiss Re	15
Travelers	19
World Captive Forum	31
XL Insurance	11
Zurich North America	7

REQUEST TO INCLUDE ITEM ON AGENDA

Board or Committee: Personnel + Finance Committee

Date of Meeting: 9/24/2013

Requested by: Dave Johnson

**Describe below the item(s) you wish to have put on the agenda:
(please attach any pertinent information)**

Fire Department Administrative Captain
Position - Duties, Responsibilities, Hours.
(Dave Favone - enclosures)

Signed: [Signature] **Date:** 9/17/2012

Please return this completed form to the City Clerk's office. Every effort will be made to include your item on the next possible meeting agenda. If you have any questions or concerns, please contact City Clerk Bill Heideman. Thank you.

Received at Clerks' Office by: [Signature] **Received Date:** 9/17/2012

CAPTAIN, FIRE

SUMMARY DESCRIPTION

The Captain is a command officer, reporting directly to the Fire Chief. Under general direction, performs responsible management, technical and administrative work in commanding and coordinating fire emergency operations, training, fire prevention, public education, disaster preparedness, facility/apparatus/equipment maintenance, and other related programs and services; provides responsible and technical staff assistance; implements program goals and objectives; oversees and supervises assigned department members and staff.

DISTINGUISHING CHARACTERISTICS

The Captain of Shift Operations functions as a Shift Commander of assigned shift; with primary responsibility to assure that assigned personnel, apparatus, equipment and facilities are maintained in appropriate readiness to respond to a variety of emergency calls for service.

The Captain of Administrative functions as the, Fire Administration Liaison, Training Officer or Special Projects program administrator. Provides administrative support to the Fire Chief.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Duties and responsibilities may be added, deleted or changed at any time at the discretion of the Fire Chief, either orally or in writing.

GENERAL DUTIES

- Provide positive leadership, direction and control for all members of the department.
- Participate in development and management of the Department's Strategic Plan.
- Stay abreast of new trends and innovations in Modern Fire Service Operations.
- Assists in formulating long and short-range plans and procedures, SOP's and updates as needed.
- Development of department personnel so as to foster a qualified and capable staff.
- Oversees the preventive maintenance, repair maintenance of apparatus and facility maintenance.
- Maintains contact with the general public, City officials and County officials in the performance of operating activities
- Adheres to assigned work schedule as outlined in city and department attendance policies and procedures.
- Provide timely, accurate and thorough Performance Reviews for supervised employees.
- Assume management responsibility for all activities and operations associated with assigned divisions and services within the Fire Department
- Provide responsible staff assistance to the Fire Chief; prepare and present staff reports and other necessary correspondence to the Fire Chief, City management staff and City Council as required.
- Represent the Fire Chief, the Department, and the City in relationships with the public, community groups, professional organizations, other City departments and divisions, and outside agencies.
- Conduct a variety of organizational studies, investigations and operational studies; recommend modifications to assigned programs, policies and procedures as appropriate.

- Respond to emergencies and assume an appropriate role within the Incident Command System: direct fire suppression operations as appropriate
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Assumes the responsibilities of the Fire Chief in his absence or serve as Fire Chief in his absence.

CAPTAIN OF SHIFT OPERATIONS

- Serves as Shift Commander for assigned shift; responds to emergency incidents as required by departmental policy and assumes command of incident unless relieved of command by a superior officer.
- Assumes management responsibility for assigned programs, activities and operations of assigned shift including operations, training, facility/equipment maintenance, disaster preparedness, public education and related programs and services.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
- Plans, directs, coordinates, and reviews the work plan for assigned shift; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
- Prepares performance evaluations of shift personnel assigned to shift; implements discipline procedures.
- Manage and oversee the assigned fire company inspection and pre-fire planning programs.
- Reviews fire reports and payroll entries of company members on a daily basis to ensure accuracy and completeness.
- Coordinates overall training effort of the assigned shift. Oversees the training of assigned shift members in the use of a variety of fire equipment, station equipment and communication equipment as necessary.
- Supervises and coordinates the tactical methodology used in resolving emergencies and other situations.
- Prepares a variety of public information materials; conducts or has subordinates conduct public information/education classes related to fire prevention, CPR, First Aid, hazardous materials, disaster preparedness and other department activities.
- Serves as the liaison for assigned shift to other shifts, divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues.
- Attends monthly chief officers meeting in order to integrate the departmental activities
- Provides staff assistance to the Fire Chief.
- Performs related duties as required by the Fire Chief.

CAPTAIN OF ADMINISTRATION

- Assumes management and leadership responsibility for assigned programs, activities and operations of assigned programs including training, emergency management, special projects, and disaster preparedness services.
- Responds to emergency incidents as required by departmental policy and assumes command of incident unless relieved of command by a superior officer.
- Plans, directs, coordinates, and reviews the work plan for assigned staff; assigns work activities, projects, and programs; trains fire personnel as needed, reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
- Provides staff assistance to the Fire Chief.
- Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.

- Serves as the liaison for the Fire Department to other divisions, departments, and outside agencies.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Give information and assistance to Captain of Shift Operations in the evaluating of Fire Department Members performance for annual review.
- Develops and coordinates the fire department's operational and response plan, outlining the roles and responsibilities of fire department and supporting groups in a variety of emergency contingencies
- Attends monthly chief officers meeting in order to integrate the administration and training functions with other departmental activities

Training Duties

- Become and maintain all instructor certifications.
- Responsible for coordination and / or conducting required training for all new Firefighters in basic firefighting and Fire Department Operations and other new hire first year employment requirements.
- Plan, develop and schedule the type and content of instructional programs offered in basic and advanced techniques
- Assist in the training of firefighters, apparatus operators and officers in general subjects in the proper use and operation of firefighting equipment, apparatus and modern firefighting practices.
- Assist in the training of shift commanders in the techniques of subordinate instruction and training, provides officers with advanced training in various areas of emergencies and provides guidance in where specialized courses of instruction can be obtained.
- Oversees the development and implementation of the Department's training programs for firefighting, emergency medical services and other emergency response services and programs; develops and implements training programs and schedules; identifies the fire training needs of company personnel; provides or coordinates staff training and drills in firefighting methods, techniques, and related subjects; coordinates training programs with other divisions, departments and outside agencies.
- Establishment of a professional development program to include; Fire and EMS probationary training, training manual development and posting of professional certification classes.
- Maintains training records reflecting; training completed by all personnel, technical certifications, firefighter I and firefighter II certification.
- Post monthly training report.
- Provides staff assistance to the Fire Chief.
- Performs related duties as required by the Fire Chief.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Fire ground tactics and strategy; emergency incident management, specifically the Incident Command System (ICS); principles of incident safety; mutual aid agreements; hazardous materials incident management; and confined space and technical rescue techniques.
- Principles and practices of program development and administration.
- Principles and practices of training program development and implementation.

- Fire science theory, principles, and practices and their application to a wide variety of emergency service operations including fire suppression, fire prevention, and fire investigation. Operational characteristics of fire apparatus and equipment including emergency vehicle driving techniques.
- Modern fire loss and fire prevention principles, methods and practices.
- Principles and practices of Disaster Preparedness, Emergency Management and Homeland Security program development and administration.
- Geography and street layout of the City and response area.
- Laws and regulations pertaining to fire and emergency medical services operations.
- Personal Protective Equipment.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Departmental Policy and Procedures.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles and practices of customer service.

Ability to:

- Oversee and participate in the management of fire suppression, prevention, emergency medical services, training and disaster preparedness program services and activities.
- Perform competently in dynamic, highly stressful situations; command fire department staff and operate vehicles and radios.
- Work extended hours and days to meet operational needs.
- Oversee, direct, and coordinate the work of fire department members.
- Supervise, train, and evaluate fire department members.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Participate in the development and administration of department goals, objectives and procedures.
- Prepare clear and concise administrative reports.
- React quickly and calmly in all types of emergency situations.
- Speak effectively before public gatherings.
- Research, analyze and evaluate new service delivery methods and techniques.
- Communicate clearly and concisely, both orally and in writing.
- Work cooperatively with other departments, City officials, and outside agencies.

Typical Captain of Operations Job & Tasks

- Provide leadership to shift and department
- Incident Commander on fire and large scale incidents
- Write National Fire Incident Reporting System (NFIRS) reports
- Receive information from off going shift commander
- Enter baseline daily information into Image Trend Program
- Conduct daily Roll Call
- Pass-on information from off going shift
- Make daily apparatus assignments
- Make daily response assignments
- Coordinate shift activities
- Enter information into the daily attendance log
- Answer Phone
- Check email
- Conduct shift skill trainings
- Employee Evaluations
- Enter information into Image trend for daily journal and daily training
- Enter ambulance billing into the county program
- Approve; shift trades, OT & comp time tracking slips
- Special projects asd assigned by Fire Chief
- Add information to daily media report
- Initiate call backs as necessary
 - Enter information on call back tracking sheet
- Check Image Trends EMS reports prepared by shift members, confirm the reports have been completed and entered.
- When leaving shift, pass on information to replacement
- File reports
 - Inspection paperwork
 - Housing authority census
 - Oversee a fire department division
 - Manage Address card system
 - Fuel Reports
 - Equipment work order tracking
- Attend officers meeting
- Attend meeting as assigned by Fire Chief

Conduct & Supervise work and fire/EMS training

NFIRS Division Head ("A" Shift Captain)

- Send monthly report to FEMA and State Reporting Systems
- Generate monthly incident report
- Review all NFIRS reports generated by all shifts
- Coordinate Pre-fire plans on commercial structures
- Supervise the Supra Key Box (lock box) program
- Supervise Public Education Program Division Head
- Supervise Fire Department Web page Division Head
- Supervise Protective Clothing Division Head

Fire Prevention Bureau Division Head ("B" Shift Captain)

- Assign 560 occupancy inspections for shift inspectors, twice a year
- Update inspection binder books and tracking logs
- Conduct as necessary fire inspections
- Conduct second/follow-up inspections
- Enter inspection information and violations into the computer programs
- Attend regional or state inspection/code enforcement meeting
- Research code violations
- Complete monthly Inspection report
- Work with state inspector on difficult inspections
- Manage and update data base of business names and addresses of occupancies
- Monitor Liquor License Occupancies for renewal

EMS Division Head ("C" Shift Captain)

- Attend monthly EMS meeting at hospital
- Generate monthly EMS report
- Coordinate with Project Medical Director from ED
- Chair Fire Department EMS Committee
- Oversee ordering of EMS supplies and drugs
- Track Vaccinations of Employees; i.e. TB, Flu, Hepatitis
- Coordinate activities with Lincoln County EMS billing supervisor
- Attend regional EMS meeting
- Develop and plan equipment checks on ambulances
- Oversee computer billing on Image Trend
- Monthly EMS incident reviews with department members
- Monthly quality control meeting with hospital staff
- O & A of monthly basic paramedic skills
- Oversee State of Wisconsin License renewal of all EMT, EMT-IV and paramedics

Typical Captain of Administration Job & Tasks

- Respond to major incident
- During normal working hours provide manning as sixth man to cover comp time
- Review Image Trend reports, both fire & EMS
- Attend daily shift roll call
- Oversee department procedures as they relate to tactic, strategies, rules, regulations
- Develop and review department SOP's
- Develop response guidelines
- Check email and correspondence
- Training
 - Research topics; Fire, Rescue, EMS...
 - Plan and develop training plan
 - Lead training drills
 - Build training templates for Image Trend Software
 - Develop and execute monthly training schedule
 - Schedule firefighter to attend training at outside training venues
 - Develop weekend training schedule
 - Develop quarterly reading assignments schedule and subjects
 - Develop training plan and conduct monthly tool drill training
 - Maintain Training records
 - Review non-attendance records
 - Generate monthly training report
 - Work with NTC staff for coordination of use of their facility
- New Employee
 - Orientation of new firefighter including department, city, tools equipment and apparatus
 - Training: EMS, Engine Operations, Ladder Truck Operations, Extrication Training, Water Rescue Training, Policies, Map Reading, Operational Guidelines.
 - Work with Captain of Operations on new employee evaluations
- Work with Fire Chief for special events planning
 - Fair, Labor Day, 4th of July, Badge Pinning, rodeo, Christmas Parade, Neighborhood Night Out
- Double check weekly media reports
- Attend meetings as assigned by Fire Chief
- Special projects as assigned by Fire Chief

CITY OF MERRILL

5

Board, Committee and Commission Reports
Resolutions

File No. _____

Date: 9-10-13

Motion by Alderman _____		Yes	No
to Adopt. Seconded by Ald. _____	③ 1. Mr. Malm	_____	_____
Motion by Alderman _____	2. Mr. Hass	_____	_____
to place on file. Seconded by Ald. _____	3. Mr. Schwartzman	_____	_____
Communication or Petition _____	4. Mrs. Peterson	_____	_____
_____	5. Mr. Burgener	_____	_____
Motion by Alderman _____ to	6. Mr. Sukow	_____	_____
refer to _____	7. Mr. Norton	_____	_____
Seconded by Alderman _____	8. Ms. Caylor	_____	_____

①

Motion by Alderman Schwartzman to adopt. Seconded by Alderman Burgener

ORDINANCE

1st Reading _____ 2nd Reading _____ 3rd Reading _____

Motion by Alderman _____ to suspend the rules and give the Ordinance its 2nd reading by title only. Seconded by Alderman _____

Motion by Alderman _____ to suspend the rules and give the ordinance its 3rd Reading by Title only. Seconded by Alderman _____

Motion by Alderman _____ that the Ordinance be adopted. Seconded by Alderman _____

1309263 A Resolution amending Chapter 2, Operations – Scheduled Hours and Overtime, Section 7-5-2 Fire Department Supervisory Personnel (from August 27th, 2013 Personnel and Finance Committee meeting)

② Hass / Caylor refer to PTF

Carried

* Roll call vote requested.

5

1309263

RESOLUTION NO. _____

A RESOLUTION AMENDING CHAPTER 2, OPERATIONS – SCHEDULED HOURS AND OVERTIME, SECTION 7-5-2 FIRE DEPARTMENT SUPERVISORY PERSONNEL

WHEREAS, the Common Council of the City of Merrill adopted a Personnel Policies, Employees Handbook for the City of Merrill non-union employees by Resolution No. 2226, and;

WHEREAS, the Personnel and Finance Committee has reviewed that manual as it relates Fire Department Supervisory Personnel at Section 7-5-2 and recommends it be amended as follows:

7-5-2 (a) Fire Department Supervisory Personnel. Fire department supervisory personnel not covered by the collective bargaining agreement shall work per the following schedule:~~work a 40 hour week,~~

Administration Staff Hours – Typically shall be a 45 hour work week and the hours shall be scheduled through the Fire Chief. Typical hours will be from 7:00 a.m. to 4:00 p.m.

Shift Operations Hours – Captains of Operations shall work an average of 56 hours per week on the same basis as provided for under the union contract with the Merrill Firefighters Local 847.

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 10th day of September, 2013, that the Personnel Policies Employee Handbook is amended by adding the highlighted language as follows at Section 7-5-2(a):

7-5-2 (a) Fire Department Supervisory Personnel. Fire department supervisory personnel not covered by the collective bargaining agreement shall work per the following schedule:~~work a 40 hour week,~~

Administration Staff Hours – Typically shall be a 45 hour work week and the hours shall be scheduled through the Fire Chief. Typical hours will be from 7:00 a.m. to 4:00 p.m.

Shift Operations Hours – Captains of Operations shall work an average of 56 hours per week on the same basis as provided for under the union contract with the Merrill Firefighters Local 847

Recommended by: Personnel and
Finance Committee

CITY OF MERRILL, WISCONSIN

Moved: _____

William R. Bialecki
Mayor

Passed: _____

William N. Heideman
City Clerk

6a

2013 MERRILL MUNICIPAL COURT

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	YTD
INITIAL APPEARANCES (Docket)									
1. Total Citations	120	186	106	92	167	116	243	105	1135
2. Adult Citations	115	179	94	84	156	103	236	102	1069
3. Juveniles Citations	5	3	12	8	11	13	7	3	62
4. Not Guilty Pleas (potential trials)	14	15	19	8	13	4	27	5	105
TRIALS									
1. Scheduled	0	0	1	0	0	0	0	3	4
2. Held	0	0	0	0	0	0	0	0	0
3. Rescheduled	0	0	0	0	0	0	0	0	0
4. Settled	0	0	1	0	0	0	0	3	4
CASES DISPOSED									
1. # Citations	104	169	100	77	150	109	218	102	1029
GOOD CAUSE/INDIGENCY HEARINGS									
1. # Days Hearings Held	3	2	3	1	2	2	2	2	17
2. # Citations Summoned	152	66	39	22	69	70	62	50	530
3. # Citations Scheduled for Status Hearings or Payment Plans	58	63	66	29	80	38	23	38	395
WRITS ISSUED									
1. # Citations	10	10	9	14	16	18	19	21	117
FINANCIALS									
1. Amount Collected (Reported to State)	\$14,566.41	\$25,022.28	\$20,745.74	\$15,005.81	\$15,514.21	\$15,568.15	\$11,237.67	\$12,309.64	\$129,969.91
2. Amount Paid to County & State	(\$4,697.49)	(\$6,793.29)	(\$7,119.10)	(\$5,626.70)	(\$5,564.70)	(\$6,257.40)	(\$3,824.48)	(\$4,940.23)	(\$44,823.39)
3. Forf & Cost Retained by City	\$9,868.92	\$18,228.99	\$13,626.64	\$9,379.11	\$9,949.51	\$9,310.75	\$7,413.19	\$7,369.41	\$85,146.52
4. Add. Misc. fees collected	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00
5. Add. Forf. Receipts from LCCC	\$25.00	\$10.87	\$111.40	\$140.87	\$10.87	\$0.00	\$1.74	\$0.00	\$300.75
6. Total Revenue to the City	\$9,918.92	\$18,239.86	\$13,738.04	\$9,519.98	\$9,960.38	\$9,310.75	\$7,414.93	\$7,369.41	\$85,472.27
7. Municipal Court Expenses	(\$6,028.55)	(\$4,417.03)	(\$5,825.16)	(\$4,272.00)	(\$3,829.36)	(\$4,458.50)	(\$3,775.29)	(\$5,475.07)	(\$38,080.96)
8. Net Revenue to City	\$3,890.37	\$13,822.83	\$7,912.88	\$5,247.98	\$6,131.02	\$4,852.25	\$3,639.64	\$1,894.34	\$47,391.31
9. Restitution Collected	\$412.40	\$1,608.26	\$549.84	\$240.23	\$311.85	\$300.09	\$229.12	(\$130.00)	\$3,521.79
	Adj for LCCC Forf Rec'ts		Adj for LCCC Forf Rec'ts				Adj for LCCC Forf Rec'ts		

66



merrill
Location. Nature. People.

Smart Move

CITY OF MERRILL

Finance Director/City Treasurer

Kathy Unertl, Finance Director
1004 East First Street • Merrill, Wisconsin • 54452
Phone (715) 536-5594 • FAX (715) 539-2668
e-mail: Kathy.Unertl@ci.merrill.wi.us

Date: September 18th, 2013

To: Personnel and Finance Committee

From: Kathy Unertl, Finance Director *Kathy Unertl*

RE: **August/September Activities**

Borrowing: Borrowing proceeds received Wednesday, September 4th.

Major relief for City's cash flow!

Economic Development, RDA, and TIF Issues:

Probably was a bit ambitious in amending four existing TIDs and creating a new "blighted area" TID at the same time. Thanks to Ehlers & Associates, Becher-Hoppe (metes & bounds legal descriptions), Kate Drewek, Ron Turner, and Jill Bostrom for their critical assistance. Quarles & Brady attorneys are reviewing for compliance with all the technical Wisconsin Statutes.

After September 24th Common Council action, the remaining steps are Joint Review Board and completion/submission of lots of Wisconsin Department of Revenue TIF paperwork.

Redevelopment Resources and City staff involved in numerous inquiries related to development, redevelopment, and potential TIF assistance.

2014 Budget: Attended State Levy Worksheet Workshop put on by Ehlers & Associates at Wausau City Hall on Friday, September 13th.

Now that we have 2014 health insurance costs, working to wrap up personnel services budgets which are the majority of most departments' operational expenditures.

With be working closely with City Administrator Dave Johnson and City department heads on the 2014 operational and capital budgets, as well as five-year Capital Planning. Several Committee-of-Whole meetings will be needed in October.

6c

CITY ATTORNEY - REPORT FOR SEPTEMBER 19, 2013

PARKS & RECREATION: Continuing working with Dan on various and sundry issues. Hockey Contract under review.

CITY STAFF: Busy with property inspections, economic development matters, court docket, various policy changes . TIF revisions underway.

REDEVELOPMENT AUTHORITY: Working with the RDA on several blighted properties, which may include city ownership, repair, demo and re-sale. Potential RDA acquisitions near completion.

CONTRACTS/AGREEMENTS: Working out details and holding RDA meeting on potentially multiple Development Agreements, the preparation of documents for the sale of lots along Alexander Road, possible land purchase.

LINCOLN HOUSE: Looking at various options. Commercial Tenant is still occupying the Lincoln House. They have considered a new site and we are in the process of facilitating that site and their move. Residential tenants relocated, Residential Relocation Plan approved by the State.

POLICE AND FIRE DEPARTMENTS: Union negotiations have started with talks continuing. Assisting Fire Chief with various personnel issues, updating procedural items and policies.

BUILDING INSPECTION/ZONING: Working with Darin on several matters. These include court proceedings, four possible demolitions along with various other issues on East side of City, West side and the Downtown area in regard to blighted/abandoned buildings. Progress is visible.

COMMON COUNCIL: Various proposed ordinances, etc., in the works from several Committees/Departments. Borrowing "package" completed.

SEMINARS: Attended the State Bar Seminar on August 29th. Will be attending the 15th Annual Prosecutor's Seminar on October 24th - 25th.

MUNICIPAL COURT: Business as usual.

LINCOLN COUNTY: Working with Jack Sroka, Lincoln County Economic Development Corporation on re-development of former industrial site.

CITY OF TOMAHAWK. Business as usual, busy court docket. Several contested matters. Sent them for their consideration an Ordinance for a Joint Municipal Court. We have started working on the accompanied agreement between the two municipalities.

CITY HALL: Worked with all Department Heads on issues and answered questions.

Other tasks as assigned.

Man invented language to satisfy his need to complain. Licy Tomlin

City Attorney		CURRENT	LAST		
MONTHLY REPORT		MONTH	MONTH		
September 18, 2013					
		8-16- to 9-18	7-19 to 8-15		
MUNICIPAL COURT		3 weeks	2 weeks		
TOTAL ADULT		178	95		
Adult Ordinance		28	32		
Adult Traffic		150	63		
Total Adult Defendants		153	72		
Adult Closed		40	23		
Other Jurisdictions - Wausau (cases)		0	1		
TOTAL JUVENILE		1	0		
Juvenile Ordinance		1	0		
Juvenile Traffic		0	0		
Total Juvenile Defendants		1	0		
Juvenile Closed		1	1		
TRIALS		11	15		
Pending Municipal Trials		5	6		
Pending Circuit Court Trials		1	3		
Tomahawk Trials		5	6		
Other Court Matters		Beginning	New	Closed	Ending
Deferred Prosecution Agree.	August	22	2	3	21
	September	21	1	1	21
	October	21			
TOMAHAWK DPA's	AUGUST	2			
TOMAHAWK			August	JULY	JUNE
Total Tomahawk			21	22	48
Juveniles			4	0	3
Ordinances			9	5	4
Traffic			8	17	45
Not Guilty Plea			1	1	4
Jury Request			0	0	1
Closed Since Last Report			4	0	2
Deferred Prosecution Agreements			0	0	2

CITY OF MERRILL IS NOW HANDLING ALL OF THE CITY OF TOMAHAWK CASES

6e

Administrator's Monthly Report

Lincoln House

Dan Kolhouse has been notified of the contract award for the demolition of the Lincoln House. He is going to begin asbestos abatement soon. The windows will be removed first because of the lead and asbestos in the paint and glazing. We are still working with the radio station to get them moved but they don't appear to be very motivated. They have been told that we do not intend to heat the building this winter and intend to take it down this winter.

New Fire Station Project

The construction remains on schedule with the masonry work completed. The interior walls studs are going up and the roof is being installed.

Grant Award

The Bierman Family Foundation will be providing the City of Merrill with funding to purchase a new tanker truck, a new rescue truck, an Incident Command Vehicle, new turn-out gear, new helmets, new SCBA equipment (Self-contained Breathing Apparatus), and a new Breathing Air Compressor System. The new tanker and rescue vehicle are replacing vehicles that are 25+ years old. These are all items that Merrill needs and that would have required borrowed money to purchase without this generous grant from the Bierman Family Foundation.

Walmart Project

The contractors are continuing to pursue a very aggressive construction schedule. Work has begun on the intersection of Highway 64 and Pine Ridge Ave with staking and electrical work being performed first.

New Development and Blight elimination

Construction is moving along rapidly on the new El Mezcal Restaurant, with the EIFS siding being applied at this time. The facade renovation of Central Carpet at 1301 E. Main St. is nearing completion. Demolition is continuing on the old Anson-Gilkey property. I have asked Becher-Hoppe to begin preparing cost estimates for the extension of Pine Ridge Ave. north to Highway G and Sixth St. east from Johnson St. to Pine Ridge Ave. We cannot think about proceeding with this project without knowing what it could cost. I met with Mike Ravn recently and he is supportive of this project and stated that Church Mutual would be a good corporate citizen and support the City in this project.

Merrill Area Development Corporation

We are waiting for the closing on the 201 S. Prospect property that is scheduled for October 15.

River Bend Trail

The River Bend Trail Foundation is close to closing on the purchase of the Canadian National right-of-way. At that time the property will be conveyed directly to the City's ownership, the Foundation will pay for the property, a check will be issued to the City through the grant and the City will reimburse the Foundation the amount of the grant the City receives.

The Rotary Club met on September 10th on-site on the WPS property next to the hydro-dam. They were looking at the trail head area that they will fund and call Rotary Park. WPS is providing the easement for the trail head park at no cost. I am hearing more and more residents making positive comments about the trail and how the City needs to be behind it.

Union negotiations

Tom Hayden, Dave Savone and I again met with the Firefighters' union representatives on Sept. 12 and the Police Union representatives on Sept. 4. I feel that we are getting closer on the issues of salary, Wisconsin Retirement System payments, and insurance. The fact that we received the good news of having been hit with only a 5.5% increase in insurance premiums, when we were expecting a double digit increase, will help with negotiations.

Personnel

I have been working on a salary comparison with other Wisconsin Cities of comparable size to Merrill, as well as Chippewa Falls, Wisconsin Rapids and Marshfield. Responses were obtained from twenty-six cities. The results have been placed on a spreadsheet for Council review at the next COW meeting.

I have almost completed my re-working of the existing pay grids to grids that make more sense and are more economically sustainable. It will be recommended that the number of steps be more than doubled to slow the rate of increase while not increasing the end of each pay grade. This will also be presented at the next COW meeting.

Chamber of Commerce

On August 18, I attended the Chamber of Commerce Board meeting for the Mayor. At this meeting I was voted an ex-officio member of the Board but not a full voting member.

Rural Fire Contracts

On Sept. 13, we again met with representatives of the Town of Rock Falls, Town of Scott and Town of Merrill to discuss continuation of the existing fire contracts for their respective townships. All three townships are seeking another 5-year contract. We provided them with historical annual cost data for the Merrill Fire Department since 2007. They were very appreciative to receive this information stating that it is the most information they have ever received from the City. The question at this point in time is how do we justify the current amount of the contract and any increases? Our costs, not counting the County paid ambulance costs, have only risen 2% since 2007 yet we have received 3% increases from the townships for the past 4 years. We have to be able to justify these numbers. The City has been very good about cost containment - we eliminated two positions, we shifted 3 EMS positions from City to County, we reorganized the Department, eliminated the Lieutenant and Asst. Chief positions, and implemented minimum man staffing to reduce overtime. We will be meeting again after they talk with their respective township boards.

Dept. Head Meeting

At our Sept. 10 meeting we talked about:

Police & Fire negotiations

2014 salary increases

Update on economic development projects

Five year capital plan

Timeframes for 2014 budget meetings

Network.com social network for Police Dept.

Centralized purchasing internally and joint purchasing with County and Tomahawk

City Hall

The west stairway project is nearing completion, we are just waiting for the new treads to arrive to be installed. The insulation of the boiler room pipes has finally begun and the steam pipe leak in the west stairwell will be repaired soon.

68

2013 ZONING/BUILDING REPORT

PERMIT TYPE	FEES	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT.	OCT.	NOV.	DEC.	GRAND TOTAL
New Residence	\$685.00							3						3
Mobile Homes	\$75.00													0
Re. Remodel<500	\$375.00	1						2						3
Re. Remodel>500	\$475.00				1									1
Re. Remodel Small	\$65.00	2		1	1	2	1	1	1					9
Mechanical	\$65.00	2	3		2			3	1					11
Garages	\$175.00		1		3	4	1	3	2					14
Storage Bldg. w/o Elec	\$125.00			1	3	1		1	2					8
Wrecking	\$125.00	1			2	4		1						8
Decks/Porches	\$175.00		1			5		3	1					10
Signs	\$70.00	4	3		1	1	2	3						14
Fence	\$65.00				1	10	2	3	4					20
Commercial New	\$575.00					2								2
Comm. Remodel<500	\$385.00				1	1			2					4
Comm. Remodel>500	\$585.00													0
Comm. Remodel Small	\$115.00	2			1			2						5
Comm. Zoning Only	\$110.00				1		1	2						4
Moving	\$100.00													0
Swimming pools	\$75.00													0
Tel. Comm	\$50.00													0
														0
Darin's Hours Worked		177	160	152	176	176	160	152	163					1316
Number of Permits:		12	8	2	17	30	7	27	13	0	0	0	0	116
Total Permit Amount		\$1,085.00	\$580.00	\$190.00	\$3,105.00	\$2,850.00	\$620.00	\$5,900.00	\$1,870.00					\$16,200.00