

**APPROVED MINUTES
CITY COUNCIL
SPECIAL MEETING
CITY OF WYOMING, MINNESOTA
APRIL 11, 2018
6:00PM**

CALL TO ORDER:

Mayor Lisa Iverson called the City Council Work Session of the Wyoming City Council for April 11, 2018 to order at 6:00 PM

CALL OF ROLL:

On a Call of the Roll the following members of the Wyoming City Council were present: Councilmembers Lisa Iverson, Linda Nanko/Yeager, Don Waller, and Claire Luger

ABSENT: Joe Zerwas

Also Present: Robb Linwood, City Administrator, Paul Hoppe, Assistant Fire Chief, Jessie Milligan

DETERMINATION OF A QUORUM: *Mayor Iverson determined that there was a quorum.*

NEW BUSINESS

1. Review of City of Wyoming Fire Staffing and Fire Code

Public Safety Director Hoppe – Explained based on previous discussion with the City Council regarding the staffing level of the fire department, we took the opportunity evaluate our current Fire Code and Fire Department staffing level. One of our initiatives this year is to evaluate the City’s current Fire Code and suggest changes that are consistent with our current management practices and eliminate discrepancies between the Fire Code, Standard Operating Guidelines, and our Personnel Policy. The Fire Code was updated to reflect that it is not operated by the Fire Relief association and consists of a model that is more suited to the recommendations by the League of Minnesota Cities. Public Safety Director Hoppe reviewed the document and identified the changes and revisions. Some of the major points identified were changing the minimum staffing level of the Fire Department to 10 paid-on-call Firefighters to match Minnesota State Statute. The second change was to add the language that the City Council shall set by resolution an authorized staffing level for paid-on-call firefighters. The city council discussed having the duties of the Fire Chief in the Fire Code or asked if that would be in the job description. It was discussed if it would be more of a modern practice of peer cities to have the duties of the Fire Chief in the code or in the job description.

Fire Staffing

Public Safety Director Hoppe tasked Chief Hastings with preparing a Firefighter staffing study for the City Council as a guideline and tool to assist the City Council with determining an appropriate authorized staffing level for the Fire Department. This was accomplished with information from NFPA and ISO ratings. It was discussed that optimal level of staffing would be 35 paid on call firefighters, this may not be realistic but would be optimal. The Fire Department currently has a staffing level of approximately 26 firefighters. Assistant Chief Milligan discussed what is necessary to be an active firefighter including trainings, fire calls, and emergencies and how the firefighters must maintain an attendance percentage for these items. It was discussed that right now firefighter volunteerism is down and the staffing level tries to ensure that we have firefighters able to respond to events. The Firefighters do have technology to determine who is going to a call with an app that is connected to their phone. The department currently has 5 firefighters on leave. The Council discussed the appropriate level and what types of financial impacts could be associated if the staffing level rises to the recommended levels of 35 instead of the current 26.

Mr. Hoppe will gather initial startup and ongoing training costs and provide them to the city council as part of the Fire Code. Once this is solidified he will then begin the process to replace the Fire Chief and when the proposal comes through he will have a job description for city council approval.

2. Review Respectful Workplace and Sexual Harassment Policies

City Administrator Linwood explained these have been an ongoing initiative for the League of MN Cities. Currently, we do not have strong Respectful Workplace or Sexual Harassment policies within our Personnel Policy. As we review these policies we will then want to ensure our Personnel Policy mirrors the actual policies as presented. It is vital for employees, especially supervisors and elected city officials to understand how to prevent inappropriate conduct and sexual harassment.

Mr. Linwood reviewed the contents of the Respectful Workplace Policy. This policy establishes guidelines regarding: Applicability, Abusive Customer Behavior, Types of Disrespectful Behavior, Employee Response to Disrespectful Workplace Behavior, Supervisor's Response to Allegations of Disrespectful Workplace Behavior, Special Reporting Requirements, Confidentiality and Retaliation. The policy applies to all city employees including volunteers, firefighters, board & commissions and city council members.

Councilmember Nanko/Yeager asked what confidentiality would be afforded to the alleged offender under the confidentiality section.

City Administrator Linwood explained that according to the League of Minnesota Cities the witness can actually be identified if they witness the actual harassment. However, at some point through those processes depending on the extent of the allegation or the seriousness of the matter it may be something that remains a personnel issue. Mr. Linwood stated he would work with the city attorney and the League of MN Cities to obtain additional clarity on the confidentiality portion of the policy.

Mayor Iverson asked if the City Council had ever received a Personnel Policy.

City Administrator Linwood stated he would provide councilmembers with a copy of the current Personnel Policy.

Member Nanko/Yeager stated the Sexual Harassment and Respectful Workplace Policies closely mirror each other and asked if the confidentiality section could be added to the Sexual Harassment Policy as well.

City Administrator Linwood explained that with the exception of the confidentiality section in the Respectful Workplace Policy the applicability is the same for both policies as to who it applies to, Expectations, Special Reporting Requirements, and Retaliation.

Member Waller asked to have the same wording in the Retaliation section of the Sexual Harassment Policy reflected in the Respectful Workplace Policy Retaliation section.

"If you feel retaliation is occurring within the workplace, please report your concern immediately to any of the following:

1. Immediate supervisor;
2. City Administrator;
3. Mayor or City Councilmember
4. In the event an employee feels retaliation has occurred by the City Administrator or the City Council, then reporting may be made to the City Attorney."

Member Luger stated she believes it's important to have these policies in place and establish these standards.

Mayor Iverson stated she would like to review the City's existing Code of Conduct during an upcoming Council work session.

Adjourned at 7:16