

HARRIS CITY COUNCIL

SPECIAL MEETING MINUTES

January 30, 2018

I. Call to order

Mayor Miller called to order the special meeting of the Harris City Council at 7:00 p.m.

II. Pledge of Allegiance

Everyone joined in the Pledge of Allegiance.

III. Roll Call

Deputy City Clerk Sculley conducted roll call. The following members were present: Mayor Miller, Councilmembers Payne, Sculley, and Williams. Councilmember Rossini was absent. Deputy City Clerk Sculley announced a quorum of the Council was present.

IV. Special Agenda

• **Pay Equity Reporting Approval**

- Every three years, we are required to submit a Pay Equity Implementation Report to the State of Minnesota to make sure we are in compliance with the State's pay equity law. City Clerk/Treasurer Balfany asked the Council to approve this report so she can submit it to the State. Councilmember Sculley made the motion to approve this report. Councilmember Williams seconded the motion. All in favor, motion carried.

• **Personnel Issues**

- Tate Mills and John Ehret Fire Service Specialists from the Minnesota Department of Public Safety attended this evening's meeting per request of Mayor Miller to help answer some questions for the City regarding liability issues. Mayor Miller explained to them that the City of Harris has been using the League of Minnesota Cities as a reference to help put the City's expectations in place. The City handed out the City's Rollout of Expectations by Department to the Fire Department in September. The City wants to start looking at different categories of this including the Agility Test, miles vs. minutes, and is currently looking at the Officers and fire fighters training.

During the meeting with Tate Mills and John Ehret many things were discussed:

Duty of Care - Standard of Care

The importance of training - OSHA law, 11 Core elements. John Ehret added that a live burn is required per OSHA annually.

Minimum run standards - other departments have adopted a point system so some fire department members can make up a portion of the time needed by doing community service through the Fire Department or tasks for the Department.

Agility Test - should be called Ability Test

Light duty - Fire Departments may have options for members to be on a form of light duty. For example, female members on maternity leave.

Record keeping - best practice is to have an evaluation annually- one medical file and one personnel file.

Discussed using the League of Minnesota Cities as a resource for a social media policy/ freedom of speech policy, and a data retention policy.

Discussed how to go about setting up possible inspections for businesses in the City from the Fire Department checking for possible fire hazards.

The City thanked both of them for all of this information. They said that they could help us with contacts if we have further questions. After discussion with Tate Mills and John Ehret regarding these liability questions they both left.

Once the representatives left the council asked the fire Chief if he has any issues or concerns that the Council needs to address.

Chief Gregoire advised the council that there were problems with attendance for both meetings and calls. Right now, the council will focus on trainings. The minimum run standards will be addressed soon.

Currently, four fire department members do not have the minimum required training. The Department's training officer just resigned. Going through the records, Chief Gregoire is reporting that there are currently four fire department members who have not been in a level 2 live burn in well over a year and this is an annual requirement. Chief Gregoire gave the council a list of all of the burns that were offered to the Fire Department members so they could make this up. The Chief described several incidents of members refusing to follow orders.

Chief Gregoire also asked the council to look at the structure of the department. The Chief would like the First Assistant Chief to be responsible for operations. This would include rig checks, repairs, and that maintenance issues are taken care of. The Second Assistant Chief would be responsible for training. This would eliminate the EMR and Training Captain positions. Mayor Miller asked why the Department needs one Engineer when all fire fighters should know how to run the trucks when they are on a fire scene.

After a lengthy discussion concerning the facts that were presented, the council determined that action should be taken at this time to look after the City's liabilities.

Councilmember Sculley made the motion to authorize Chief Gregoire to suspend two fire department members from the active duty roster until they can provide a certificate from a level 2 live burn. Councilmember Williams seconded the motion. All in favor, motion carried.

Council member Williams made the motion to authorize Chief Gregoire to dismiss two fire department members due to lack of training and insubordination. Councilmember Payne seconded the motion. All in favor, motion carried.

Councilmember Payne made the motion to authorize Chief Gregoire to restructure the officers on the fire department. The structure will now be Fire Chief, First Assistant Chief, Second Assistant Chief and a Secretary. Councilmember Sculley seconded the motion. All in favor, motion carried.

X. Adjourn

Councilmember Williams made a motion to adjourn the meeting. Councilmember Payne seconded the motion. All in favor, motion carried. There being no further business, Mayor Miller adjourned the meeting at 10:00 p.m.

City Clerk Abbey Sculley

Mayor Diane Miller

Date Approved