



**Office of Jim Grafton**  
**City Administrator ▪ Public Works Director**

Date: 1-22-18

Re: Personnel and Insurance Meeting

Attendance: Mayor Carter, Bob Rockwell, Kathy Hall, Ian Pavelonis, Rick Lohse, Larry York, Caryn Unsicker, Dave Leibovitz, Jim Grafton

Location: City Hall 121 11<sup>th</sup> Street

Chairman Rockwell called the personnel meeting to order at 6:00pm and noted a quorum was present for one agenda item. There is not a quorum to include Public safety.

The purpose of the meeting was discussion on Fire Department Promotions. Chairman Rockwell explained that promotions are supposed to be done with a test. Alderwoman Hall referred to ordinance section 38-31 that defined the number of firefighters. Chief Leibovitz said that according to the 100 year old constitution no tests are required. How does the Council fit in with this constitution asked Alderwoman Unsicker? Chief Leibovitz said that these are the rules that they go by. The Council has had no involvement with the 'booklet' so the question is to what takes priority ordinance or the By-Laws? Alderman Rockwell...What is the argument...state statute requires testing. Then what is the definition of the City of Silvis Fire Department; volunteer or full time; paid part-time department according to the Chief. The make-up of the department and the operation does not match the City of Silvis code of ordinances. The Assistant Chief Promotion situation has apparently been resolved by creating the Chief Aid position. The appointments have already been announced (that affected three firemen) so it would be unfair to those who were promoted. Alderwoman Unsicker thought the first step would be interface the by-laws with the ordinances. The ground rules need to be determined and creates confusion.

Alderwoman Hall noted that training by ordinance is \$5 per class but that's not being done as an example. Chairman Rockwell said there are two sets of rules. The Mayor said there are two issues between the Department Heads and the firefighters; job descriptions are lacking. Chairman Rockwell said that the Police are required to follow testing; there is no process in the fire department. Chief Leibovitz said that he makes promotions based on state tests; a minimum of Fire Fighter 2 in order to be promoted to officer is necessary. Then he looks at seniority and also the work ethic around the fire house. Alderwoman Unsicker said the new Chief needs to know the ground rules and they should follow the Code of Ordinances. There is no unified set of ordinances. Since the firefighters are paid part time employees they would be exempt from Civil Service per Chief Leibovitz. Alderwoman Hall asked if there any inspectors...none at this time per the Mayor. She continued...If an Assistant Chief gets a salary then how they can be also paid hourly as well? Discussion continued; firefighters who pass a state test should be announced at Council. This has not been done.

Alderman Rockwell reminded all that the purpose of the meeting was discussion on the promotion. Committee recommendation was a joint Ordinance and Public Safety meeting to determine the ordinances up to date with the by-laws. The information in the By –Laws needs to match the Code of Ordinances. Tests should be used for all promotions and involve the Civil Service Commission. Chairman Rockwell said that Personnel Committee handles Civil Service. Alderman York said he agrees the ordinance book needs to be updated. A tentative meeting was set for Tuesday January 30<sup>th</sup> at 5:00pm to further discuss blending the by-laws and ordinances. Plan of action; Chief and Aldermen would receive a copy of the ordinances and the by-laws (in digital form). The purpose of the meeting on the 30<sup>th</sup> would be to update the Code of Ordinances.

There were no other agenda items and the meeting was adjourned at 6:42pm.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Jim Grafton".