

The Personnel & Finance Committee met in Special Session with Chairperson Anfinson presiding. The meeting was called to order at 6:33 p.m.

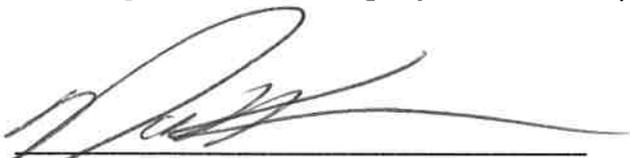
Members present: Nathan Anfinson, Carl Fausett and Susan Hady.
Others in attendance: NONE

Discussion was held on the proposed purchasing policy. Chairperson Anfinson handed out a copy of the minutes from 1993 that loosely discussed how purchases need to be handled. Areas discussed were recurring purchases, what constituted professional services and at what dollar amount quotes need to be received at. Some minor revisions need to be made before presenting to the Committee of Whole.

Discussion was held on the updating of the dated Employee Policy Manual. Anfinson handed out a proposed copy to the committee last month for their review. The committee felt it was a great start and that we will use the format of the proposed book to build Horicon's. Committee felt we should meet next month again and begin going chapter by chapter to tailor it to Horicon's needs.

Chairperson Anfinson presented the committee with a proposed pay plan for the Horicon EMS. Anfinson advised the committee that this proposed plan has been to the employees of the EMS and is favorable to them. Anfinson met a couple times with Coordinator Baker to discuss the plan and made some tweaks. Anfinson told the committee that he met with City Clerk Jacobson to discuss the plan. Jacobson advised in an email that the proposed plan with wage increases/decreases that the plan would need approximately \$22,000 additional dollars to fund. It should be noted that the EMS is budgeted for the full 24 employees for the year. It has been a long time since Horicon was at full staff, their average employee level stands at 18 employees. Alderperson Fausett would like to see the numbers ran at the AVERAGE employee level to see if the \$22,000 shortfall could be made up and that he likes the plan but wants to see the numbers worked on the average. Anfinson advised that no matter what we do need to budget at a full staff level to ensure money is earmarked in the event the EMS does get fully staffed. The goal of the plan is to get people to take more duty at the least desirable hours and to ensure that Horicon has 2 ambulances staffed and ready to respond when needed. Other communities are struggling worse than Horicon with volunteerism and have went to plans such as this or disbanded the service and contracted privately. Anfinson stated he would follow up with the Mayor and the City Clerk on running the numbers with 14 EMT's, 2 EMT's in training and 2 drivers at the CPR level, since that is a requirement of the EMS.

Motion Fausett, second by Hady, to adjourn.
All voting AYE. The meeting adjourned at 7:25p.m.



Nathan Anfinson, Chairperson