

PERSONNEL COMMITTEE

May 19, 2021

A meeting of the Personnel Committee was called to order by Chair Williams at 2:00 p.m. in the Council Chambers. Roll call: Members Williams, Gustafson and Statz were present.

Statz/Gustafson to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Creation of Assistant Chief of Police position.
4. Adjourn.

Carried.

Police Chief Henry presented the proposal to create an Assistant Chief of Police position to the Sturgeon Bay Police Department administrative command structure. It was noted that during the wage study in 2019 by Public Administration Associates (PAA) the Lieutenant position was similar to that of a sergeant position in other comparable police departments. At this time, it would be appropriate to fix not only the titles, but also the responsibilities to make them match position descriptions and titles. The new structure, if approved, would be Police Chief, Assistant Police Chief, and Police Captain (the lieutenant position would be eliminated.) The Police and Fire Commission would maintain the role of filling these positions. PAA was contacted to provide input on a wage range for the position of Assistant Police Chief. It was noted that the fiscal impact for 2021 would range between \$0 and \$7,436 depending on the experience and timing of the hire.

Discussion took place regarding the position descriptions, when to hire, and the fiscal impacts.

Statz/Gustafson to approve the new administrative command structure for the Sturgeon Bay Police Department which is: Police Chief, Assistant Police Chief, and Police Captain and to proceed to fill the position as soon as possible. Carried.

Gustafson/Statz to adjourn. Carried. The meeting adjourned at 2:12 p.m.

Respectfully submitted,

Stephanie L. Reinhardt
City Clerk/HR Director