

**CITY OF NORWALK PERSONNEL COMMITTEE MINUTES**

**MARCH 28, 2007**

ATTENDANCE: Herbert Grant, Chairman; Matt Miklave, Committee Member; Joanne Romano, Committee Member; Rick McQuaid, Committee Member.

STAFF: Jim Haselcamp, Director of Personnel; John Schlosser, Personnel Administrator.

OTHER: Fire Chief Denis McCarthy.

1. CALL TO ORDER/ROLL CALL

Chairman Grant called the meeting to order at 8:10 P.M. There was a quorum present.

2. MINUTES FROM JANUARY 18, 2007 MEETING

\*\* COMMITTEE MEMBER MCQUAID MADE A MOTION TO ACCEPT THE MINUTES OF JANUARY 18, 2007.

\*\* THE MOTION PASSED WITH TWO IN FAVOR (ROMANO, MCQUAID) AND ONE ABSENTION (MIKLAVE).

3. APPROVAL OF JOB SPECIFICATIONS FOR NEW POSITION OF "DEPUTY DIRECTOR OF EMERGENCY PREPAREDNESS PLANNING" AND AN AMENDMENT TO THE ORDINANCE PAY PLAN TO INCLUDE AN ADDITION TO CATEGORY 4 (SUPPORT STAFF) TO INCLUDE A SALARY RANGE OF \$60,000 MIN., \$70,000 MID AND \$80,000 MAX FOR THE POSITION.

Fire Chief McCarthy was present to provide information about the work that would be assigned to the new position and to answer any questions about the position. The Chief explained that this position had formerly been part of Mr. Dolhancryk's position. Which included Director of Communications and Emergency Preparedness Planning. Personnel advertised and fifteen applications were received. The applicants qualifications for communication were marginal at best. This forced the interview committee to review the position. It was generally felt that the work load was too great. Fire Chief McCarthy and the Police Chief felt it would be best to split the position into two separate positions.

Fire Chief McCarthy believes that with a city the size of Norwalk with the potential threats, that in an emergency the various services agencies need to be able to respond. This position would provide a significant amount of coordination for those services. He gave an overview of the various needs of the service organizations such as the Board of Ed, Childcare, and none- governmental organizations.

Mr. Grant asked if there would be another position created out of the other half of the position formally held by Mr. Dolhancryk. Fire Chief McCarthy said that the Police Department has taken the responsibility of running Dispatch. The Mayor has hired someone to come in and create a worklist from the Dispatch schedules.

\*\* COMMITTEE MEMBER MCQUAID MADE A MOTION FOR APPROVAL OF JOB SPECIFICATIONS FOR NEW POSITION OF “DEPUTY DIRECTOR OF EMERGENCY PREPAREDNESS PLANNING” AND AN AMENDMENT TO THE ORDINANCE PAY PLAN TO INCLUDE AN ADDITION TO CATEGORY 4 (SUPPORT STAFF) TO INCLUDE A SALARY RANGE OF \$60,000 MIN., \$70,000 MID AND \$80,000 MAX FOR THE POSITION.

\*\* THE MOTION WAS UNANIMOUS.

#### 4. EXECUTIVE SESSION

- A. APPROVE COLLECTIVE BARGAINING AGREEMENT ON SUCCESSOR CONTRACT BETWEEN CITY OF NORWALK AND NORWALK MUNICIPAL EMPLOYEES ASSOCIATION NMEA 2006-2008;
- B. APPROVE COLLECTIVE BARGAINING AGREEMENT ON SUCCESSOR CONTRACT BETWEEN CITY OF NORWALK AND AFSCME UNION 2405

\*\* COMMITTEE MEMBER MCQUAID MADE A MOTION TO GO INTO EXECUTIVE SESSION TO DISCUSS COLLECTIVE BARGAINING AGREEMENTS.

\*\* THE MOTION PASSED WITH TWO IN FAVOR (ROMANO, MCQUAID) AND ONE AGAINST (MIKLAVE).

The committee went into Executive Session at 8:25 P.M.

The committee resumed Public Session at 8: 52 P.M.

\*\* COMMITTEE MEMBER MCQUAID MADE A MOTION TO APPROVE:

A. APPROVE COLLECTIVE BARGAINING AGREEMENT ON SUCCESSOR CONTRACT BETWEEN CITY OF NORWALK AND NORWALK MUNICIPAL EMPLOYEES ASSOCIATION NMEA 2006-2008; AND

B. APPROVE COLLECTIVE BARGAINING AGREEMENT ON SUCCESSOR CONTRACT BETWEEN CITY OF NORWALK AND AFSCME UNION 2405; TO THE COUNCIL’S APRIL 10TH MEETING.

\*\* THE MOTION PASSED UNANIMOUSLY.

#### 5. UPDATE ON PAY PLAN IN-HOUSE EDUCATION

Mr. Haselcamp said that he had met with the people covered by the pay plan and that he went through the provisions of the pay plan and had a session to answer all of their questions about the process. Mr. Haselcamp plans to meet with the Mayor and Mr. Hamelton to review the people under the pay plan.

#### 6. OLD BUSINESS

There was no old business at this time.

#### 7. NEW BUSINESS

There was a very brief discussion about the outside contracts.

#### 8. ADJOURNMENT

\*\* COUNCILMEMBER ROMANO MADE A MOTION TO ADJOURN.

\*\* THE MOTION PASSED UNANIMOUSLY.

The meeting adjourned at 8:57 P.M.

Respectfully submitted,  
Ian Soltes  
Telesco Secretarial Services.

