



City of Rock Falls

Personnel Committee Meeting Minutes

Date: 03/27/08 Time Meeting Started: 7:00pm

Time Meeting Ended: 8:30pm

Members		Also Attended	
Alderman Thurm	P	Mayor Blanton	P
Alderman Vandersnick	P	Joe Bustos, Sauk Valley Newspaper	P
Alderman Reitzel	P		
		Richard Downey, City Administrator	P
P-Present A-Absent			

Ordinance/Topic	Discussion	Plan of Action
1. Call to Order @ 7:00 pm	<ul style="list-style-type: none"> Committee called to order at 7:00pm 	No action.
2. Workman's Compensation/Insurance Report - City Clerk	<ul style="list-style-type: none"> Committee reviewed report from City Clerk Wescott. Accepted as reported. 	No action.
3. Department Safety Reports	<ul style="list-style-type: none"> Committee reviewed items and accepted as presented. 	No action.
4. Employee Safety Committee Report - Mr. Downey	<ul style="list-style-type: none"> City Administrator reported on Employee Safety meeting. 	No action.
5. Old Business: a) Apprentice Lineman Job Description	<ul style="list-style-type: none"> Committee tabled item until next meeting and requested that Alderman Kuhlemier please attend to address this issue. 	Tabled.
6. New Business: a) Fire Department Intern request	<ul style="list-style-type: none"> Committee approved issue as presented by the Fire Chief. 	Fire Chief would be informed of issue and intern would be welcomed.
6. New Business: b) CPR Training requirements	<ul style="list-style-type: none"> Committee discussed, and they determined that everyone would be getting CPR certification, and that no one would be allowed to refuse. 	City Administrator would inform staff.
6. New Business: c) City Hall Safety Training	<ul style="list-style-type: none"> Committee discussed about City Hall safety training, and asked to schedule the meeting either before or after hours, once a year. 	City Administrator would inform staff.
6. New Business: d) Building Secretary Job Description	<ul style="list-style-type: none"> Mayor requested that this issue be placed on the table until City Administrator, Mayor, and Building Inspector could discuss and review the job description. 	Item would be tabled until discussion was held with staff.

7. Committee Member items	<ul style="list-style-type: none"> • Alderman Reitzel requested that staff perhaps see about conflict training or public relations training. This training would be perhaps offered via Chamber of Commerce. • Committee discussed about going to NIU, and seeing about an intern for the City Administrator. • Committee reviewed the GIS/IT applications and selected applicants to get interviewed. 	City Administrator would see about intern.
8. Review/Approve Committee Minutes	Committee reviewed minutes as presented and approved.	No action.
9. Adjournment	<ul style="list-style-type: none"> • Committee Adjourned at 8:30pm 	

Richard Downey, Recorder, Rock Falls Personnel Committee