



Human Resources Committee Meeting Notice August 6, 2024

Human Resources Committee

Patrick Delaney, Chairperson

Dennis Polach, Vice Chairperson

Justin Pluess

Notice is hereby given of a meeting of the Human Resources Committee to be held in the Council Chambers at City Hall, 444 West Grand Avenue, Wisconsin Rapids, on August 6, 2024, at 4:00 p.m. The meeting will be streamed live on the City of Wisconsin Rapids Facebook page and will also be broadcast live on Charter Cable Channel 985 and Solarus HD Cable Channel 3. If a member of the public wishes to access this meeting live via Zoom audio conferencing, you must contact the City Clerk at least 24 hours prior to the start of the meeting to coordinate your access. This meeting is also available after its conclusion on the City's Facebook page and Community Media's YouTube page, which can be accessed at www.wr-cm.org. It is possible that members of the Committee may appear remotely via video or audioconferencing for this meeting.

Agenda

1. Call to order.
2. A request from Alderperson Palmquist for continued discussion and a root cause analysis regarding Fire Department staffing levels, and possible solutions.
3. Consider for approval a request to temporarily contract for assistance with city prosecutor services
4. Adjourn.

The City of Wisconsin Rapids encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the city clerk's office at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. Call the clerk at (715) 421-8200 to request accommodations.



Committee Referral

Name of Committee: Human Resources Committee

Date of Request: Monday, July 29, 2024

Requestor: Madalyn Palmquist

Request/Referral: Conduct root cause analysis (RCA) for Wisconsin Rapids Fire Department (WRFD) worker shortage.

Background information: On 07/16/2024, Mayor Zacher presented regarding possible personnel and organizational structure strategies to address the short- and long-term needs for fire and emergency medical services in Wisconsin Rapids and surrounding communities.

RCA Steps:

1. **Define the problem** - The number of calls that WRFD is receiving for emergency and non-emergency medical calls decreases and occasionally eliminates staff on duty to respond to fire calls.
2. **Data**
 - Current response/staffing structure
 - Percentage of calls which are received by WRFD that are emergency calls
 - Percentage of calls which are received by WRFD that are non-emergency calls
 - Manageable number of calls, with current staffing
 - Average staff time needed to respond to calls within the city, and average time for each contracted municipality
 - Municipal contract payments and comparison to cost for each municipality (i.e., do the funds being provided by municipal contracts *at minimum* cover the cost we put into providing the service?)
 - Cost for 1 fire fighter each year (department cost and city administrative cost)
 - Staffing feedback regarding schedule – does 48/96 contribute to staffing issues or benefit
3. **Identify causal factors** - Call Volume, Contracts, Other
4. **Identify root cause(s)** - TBD
5. **Identify solutions** -
 - Create a Basic Life Service Department
 - Decrease WRFD Providing Service to Surrounding Municipalities
 - Fire District & EMS District/Intergovernmental Agency Contract
 - Hiring additional staff
 - Combination of any of the above
 - Other

Options available: See solutions provided above.

Staff Recommendation: Consider impacts of solution, including funding, next steps. Note: if all contracts will remain intact, and the property and finance committee cannot commit to cost needed to hire, a referendum will be needed increase resident taxes. A fall referendum wording needed prior to 08/27/2024; however, per Chief Eckes on 07/16/2024, spring is also an option.

Action you are requesting the committee take: Conduct a complete assessment and determine next steps related to solution identified.

How will the item be financed? Finance depending on decision.

Supporting documentation: Not applicable, see data needed above.