

FINANCE AND PERSONNEL COMMITTEE

City of Kaukauna
Council Chambers
Municipal Services Building
144 W. Second Street, Kaukauna



Monday, March 17, 2025 at 6:10 PM

AGENDA

In-Person and Remote Teleconference via ZOOM

1. Correspondence.
2. Discussion Topics.
 - [a.](#) Modification to CDL Training Reimbursement Policy.
 - [b.](#) Creation of Firefighter/EMS position.
3. Adjourn.

NOTICES

Notice is hereby given that a majority of the City Council will be present at the meeting of the Finance and Personnel Committee scheduled for Monday, March 17, 2025, at 6:10 P.M. to gather information about a subject over which they have decision making responsibility.

IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER WILL BE MADE AVAILABLE AT NO CHARGE.



MEETING ACCESS INFORMATION:

You can access this meeting by one of three methods: from your telephone, computer, or by an app. Instructions are below.

To access the meeting by telephone:

1. Dial 1-312-626-6799
2. When prompted, enter Meeting ID 234 605 4161 followed by #
3. When prompted, enter Password 54130 followed by #

To access the meeting by computer:

1. Go to <http://www.zoom.us>
2. Click the blue link in the upper right hand side that says Join a Meeting
3. Enter Meeting ID 234 605 4161
4. Enter Password 54130
5. Allow Zoom to access your microphone or camera if you wish to speak during the meeting

To access the meeting by smartphone or tablet:

1. Download the free Zoom app to your device
2. Click the blue button that says Join a Meeting
3. Enter Meeting ID 234 605 4161
4. Enter Password 54130
5. Allow the app to access your microphone or camera if you wish to speak during the meeting

Members of the public will be muted unless there is an agenda item that allows for public comment or if a motion is made to open the floor to public comment.



MEMO

Public Works | Human Resources

To: Finance & Personnel Committee
From: Street Superintendent VanGompel | HR Director Hodge
Date: 3/17/2025
Re: Modification to CDL Training Reimbursement Policy

Background information:

The current policy and program for new employees in the Public Works Department to obtain their CDL (commercial driver's license) is that the employee pays for the program and test and may submit for reimbursement. A new hire is given 180 days to take the course and obtain their CDL. The overall cost of the program is typically around \$4,000 for the course and testing.

The cost for the training program and testing can be cost-prohibitive for an employee to be able to pay upfront and then wait for reimbursement.

To support a new employee who will be required to go through this course, it is proposed to modify the current program. We propose changing the process to be that the City pays directly to the training provider for the course and test fee for the employee who will attend the program. The employee will still be required to sign an agreement regarding repayment if they fail to obtain their license or if they leave employment with the City within 36 months.

Strategic Plan:

People Management Plan: Changing the approach to this program will demonstrate the support and investment we have in new employees to build their engagement and strengthen the likelihood of retention.

Budget: Public Works has set aside budget funds for the course as part of the current reimbursement process so there is no added cost to the City. The place and timing of the funds being paid will only change to upfront and to the training provider rather than after the fact and to the employee.

Staff Recommended Action:

It is recommended to approve the modification to the current policy and program for CDL to allow for the City to pay the training provider for course and testing fees upfront.

The employee handbook language will be updated with the next applicable revision



MEMO

Fire Department

To: Finance & Personnel Committee

From: Chief Jake Carrel and HR Director Hodge

Date: March 17, 2025

Re: Creation of Firefighter/EMS position

Background information:

Reference to: Creation of 'Firefighter/EMT' Job Title to Fill Existing Vacant Positions from Finance & Personnel Committee meeting from March 3, 2025.

Due to the current competitive state of available Paramedic candidates and the overall shortage of available candidates, it has become necessary to evaluate alternative approaches to hiring.

To address the shortage and challenge to fill vacant positions, it is proposed to create the Firefighter/EMT position for the Fire Department. This proposed approach and new position are supported by the Kaukauna Firefighters Union.

Strategic Plan:

People Management: Targeted Recruiting Plan

The Firefighter/EMT job title expands our recruitment pipeline by engaging paramedic students earlier in their careers, creating both immediate staffing solutions and a sustainable talent development pathway that aligns with our high standards.

Create a Community of Choice: Maintain a safe and healthy community

This staffing approach ensures continuous, high-quality emergency response coverage while broadening our applicant pool. It enables us to maintain optimal staffing levels, meet response time standards, and select the most qualified candidates to serve our community effectively.

Budget:

We are looking to fill vacant positions already funded and approved by Common Council at the new proposed title and to utilize funds not used in salary/wages to offset tuition support to a new hire finishing Paramedic school for books, tuition, and fees. The base salary for the

Firefighter/EMT positions is proposed to be at 80% of the base rate for the Firefighter/Paramedic.

Staff Recommended Action:

It is recommended to approve the creation of a new position with the title of Firefighter/EMT for the department and the authorization to fill vacant positions with the new title.