

## **RECORD OF PROCEEDINGS**

*Minutes of* **Greenfield Township Trustees** *Meeting*

March 12, 2020

*Held 10:05 a.m.*

The Greenfield Township Trustees met in a special work session meeting at the township. The purpose of the meeting was to review employee job descriptions and policy. Trustee Kosch called the meeting to order. Dave Cotner, Lonnie Kosch and Kent Searle were present.

Fire Chief Brad Smith was also in attendance.

Brad provided each of the Trustees a copy of the Firefighters, Lieutenant, Captain and Fire Chief job descriptions.

There was discussion on should or should be in the each of them. The duties were fine; however the discussion centered on education, experience and requirements.

Brad was advice to make the changes and provide the trustees with updated position descriptions for their approval.

Brad advised there is an issue at the fire department regarding the station. Trustee Kosch moved to go into executive session to talk about fireman issues/personnel; Trustee Searle seconded.

ROLL CALL: Cotner: Yes    Kosch: Yes    Searle: Yes.

Trustee Cotner made a motion to come out of executive session; Trustee Kosch seconded the motion to come out of executive session.

ROLL CALL: Cotner: Yes    Kosch: Yes    Searle: Yes.

Trustee Searle stated during that executive it was determined that it was not an executive session issue; therefore will be discussion the issue.

Brad advised there is an issue with the sewage shooting out on the hill and he believes there is break in the line. He is planning on getting with Road Supervisor on this issue.

Road Supervisor Tom Shafer was called into the meeting to discuss the position descriptions for the Road Department.

Tom stated he would like the Road Department employees to be able to change the way they are permitted to use their personnel time. They currently get 2 personal days a year that can't be carried over at the end of the year and they must take 8 hours at a time. He would like to take it in 1 hour increments. There was a discussion and the trustees didn't see a problem changing how it can be used.

There was a discussion on the use of seasonal, temporary and part-time employees. It was decided that seasonal description would be changed to part-time.

Fiscal Officer Wyne advised the Trustees when we meet with the Prosecutor's Office a while back they advised we should have only one personnel policy at covers all employees that are not

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covered by the Collective Bargaining Unit Agreement (CBA). She stated that the CBA only covers full time firefighters.

Trustees decided to hold another meeting April 9 at 1:00 p.m. at the Township to get input from all departments' supervisors.

Fiscal Officer Wyne is to provide Brad with a copy of the current policy and advice of the meeting.

Motion to adjourn was made by Trustee Cotner; seconded by Trustee Kosch. All voted yes and meeting adjourned.