

**POLICIES & PROCEDURES COMMITTEE MEETING  
PAYNESVILLE CITY HALL  
JULY 22, 2013  
6:00 P.M.**

**AGENDA**

- I. CALL TO ORDER
- II. CONSENT AGENDA
  - A. Minutes (page 1)
- III. NEW BUSINESS
  - A. Interviews For Social Media Specialist & Payroll Specialist –  
A copy of the applications will be sent out directly to you.
  - B. Paynesville Fire & Rescue Policy On Recording Devices  
(page 4)
- IV. OLD BUSINESS
- V. INFORMATIONAL
- VI. ADJOURN

**Please contact Renee Eckerly at 320-243-3714 ext. 227 or at  
[renee@paynesvillemn.com](mailto:renee@paynesvillemn.com) if you can't attend the meeting.**

**Members: Gene Beavers, Donovan Mayer & Renee Eckerly**

This agenda has been prepared to provide information regarding an upcoming meeting of the Policies & Procedures Committee. This document does not claim to be complete and is subject to change.

**BARRIER FREE:** All Policies & Procedures Committee meetings are accessible to the handicapped. Attempts will be made to accommodate any other individual need for special services. Please contact City Hall (320) 243-3714 early, so necessary arrangements can be made.

**REQUEST FOR COMMITTEE/COUNCIL ACTION**

**COMMITTEE/COUNCIL NAME: Policies & Procedures Committee**

Committee/Council Meeting Date: July 22, 2013

Agenda Section: Consent

Originating Department: Administration

Item Number: II - A

**ITEM DESCRIPTION: Minutes**

Prepared by: Staff

**COMMENTS:**

Please review the minutes from the June 25, 2013 Policies & Procedures Committee meeting.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

Motion to approve the minutes from the June 25, 2013 Policies & Procedures Committee meeting.

**MINUTES  
POLICIES & PROCEDURES COMMITTEE**

**JUNE 25, 2013**

The meeting was called to order by Gene Beavers at 6:10 p.m. Members present were Donovan Mayer and Renee Eckerly, City Administrator.

**Motion was made by Mayer to approve the minutes of the June 5, 2013 Policies & Procedures Committee meetings. Seconded by Beavers and unanimously carried.**

**PAY EQUITY**

Eckerly gave a verbal update that all surveys have been forwarded to Springsted and they are waiting on the completed job descriptions. The process is currently three weeks ahead of schedule, but the contact at Springsted that came out and did the presentations has resigned and her last day is Friday. Eckerly will get information to her so that the pointing can be completed before the contact leaves. The next step is the surveys to cities regarding pay scales.

**JOB DESCRIPTIONS**

Eckerly reviewed the new revised job descriptions with the Committee members. These job descriptions are completely different than the ones presented on June 5, 2013. The duties and responsibilities are listed in the order of importance. That way the employee has a better understanding of what is expected and it can be used in an employee performance evaluation. These have general terms instead of lists for duties and consistent terminology is utilized over all five job descriptions. There were a few minor changes that were discussed.

The Committee discussed the titles for each position and made changes to all but the Social Media Specialist and Head Lifeguard. The recommended changes were:

Deputy Registrar/Accounts Payable change to Motor Vehicle Specialist  
Payroll Clerk change to Payroll Specialist  
Accounting Specialist, Senior change to Finance Specialist  
Administrative Assistant change to Administrative Assistant/Zoning Specialist

**Motion was made by Beavers to approve job descriptions for the Head Lifeguard, Social Media Specialist, Payroll Specialist, Motor Vehicle Specialist, Finance Specialist and Administrative Assistant/Zoning Specialist with noted changes and new titles and recommend such to the City Council. Seconded by Mayer and unanimously carried.**

The Committee discussed the hiring process and timing for the Payroll Specialist and the Social Media Specialist. The Committee recommended requesting action tomorrow night from the City Council so that the positions could be posted internally starting June 27, 2013. Then advertising starting July 3, 2013 and ending July 19, 2013 with interviews July 22 and 23, 2013 at 6:00 p.m. and recommendation to City Council on July 24, 2013.

**Motion was made by Mayer to start the hiring process for the Payroll Specialist and Social Media Specialist and recommend such to the City Council. Seconded by Mayer and unanimously carried.**

There being no further business, the meeting was adjourned 7:05 p.m.

**PAYNESVILLE FIRE & RESCUE POLICY  
ON THE USE OF RECORDING DEVICES  
(CAMERAS, CAMERA PHONES, CAMERA VIDEOS, VIDEO  
RECORDING DEVICES & AUDIO RECORDING DEVICES)**

Firefighters have a primary responsibility for the safety of the community and their colleagues in responding to fire and rescue emergencies. Firefighters also have a duty to protect the privacy rights of all members of the public and other members of the department.

**PURPOSE.** The purpose of this policy is to protect privacy rights of members of the Paynesville Fire Department in the performance of their duties of responding to fire and rescue calls and while otherwise in the workplace. This policy is intended to promote a professional atmosphere among members acting in the capacity of providing fire and rescue services and to protect information of private parties which might be subject to HIPPA Rules.

**POLICY.** From time to time the Paynesville Fire Department may authorize the use of cameras on emergency scenes for the cataloging of involvement with emergencies or to record meetings or social events. However, the use of any photographic equipment by members engaged in firefighting or rescue operations is prohibited unless authorized by the Fire Chief.

Posting of images, graphic material of emergency scenes or fires, the interior of private dwellings or pictures of persons served by the Fire Department or Rescue on websites of personnel is prohibited.

Members of the department will not interfere with private persons or news organizations performing photography, whether public or private. Members who feel that photographers are interfering with their duties shall immediately report the interference to their commander for referral to police.

No member of the department may secretly and without knowledge and consent of all persons being recorded, use any camera, camera phone, camera video, video recording device or audio recording device, or transmit live to another location the image or voice of another. The act of secretly placing a device capable of making such a recording in the workplace shall be a violation of this policy, even if it cannot be proven that it actually recorded or transmitted.

Nothing in this policy shall be construed to prevent the use of cameras, camera phones, video recording devices or audio recording devices by law enforcement agencies or other investigative agencies, during the lawful collection of evidence in an investigation, nor does it prohibit the Fire Department from maintaining electronic surveillance devices on Fire Department property or vehicles, as the Chief deems necessary from time to time, to ensure safety, security and welfare of all personnel and equipment.

Violations of this policy are considered to be extraordinary breaches of other people's legitimate expectations of privacy and may subject an offender to discipline including, but not limited to, termination.

This policy is adopted by the Paynesville Fire Department this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Fire Chief

I have received a copy of the Paynesville Fire Department policy on the use of recording devices.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Fire Department Member