

**CITY OF MAYER
PERSONNEL
SEPTEMBER 3, 2019 @ 4:00 P.M.
CITY HALL COUNCIL CHAMBERS**

AGENDA

1. Open Meeting

The meeting was opened at 4:00 p.m. Those present were City Administrator, Margaret McCallum and Mayor, Mike Dodge and Vice-Mayor, Erick Boder.

Also present: None.

2. Minutes

A. August 12, 2019 Meeting Minutes were approved.

3. Business

A. Fire Department Policy Manual and Standard Operating Procedures.

The Personnel Committee reviewed the Fire Department Policy Manual and Standard Operating Procedures for the Fire Department and offered recommendations, changes and additions to the document.

McCallum said the goal of reviewing the documents is to bring them current and up to date to reflect the current structure and goals of the department.

The Committee talked about and asked that additional information be provided from other fire departments on their policies related to alcohol consumption.

B. Public Works Department Structure

The Personnel Committee had a preliminary discussion on the future structure of the Public Works Department as the City is continuing to grow.

The Committee decided to wait on proposing any changes to the department at this time.

4. The meeting was adjourned at 4:42 p.m.