

## **POLICY & ADMINISTRATION**

### **Meeting Notice**

**Governing Body:** P&A Committee

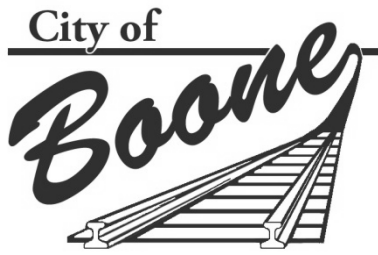
**Date of Meeting:** February 19, 2024

**Time of Meeting:** 5:15 P.M.

**Place of Meeting:** City Council Chambers  
(923 8th Street, Second Floor)

---

1. Minutes of Prior Meetings.
2. Consider a Request from the Boone Fire Department Union Regarding Residency Requirements.
3. Other Business.
4. Adjourn.



## **POLICY & ADMINISTRATION**

### **Meeting Notice**

**Governing Body:** P&A Committee

**Date of Meeting:** May 1, 2023

**Time of Meeting:** 5:00 P.M.

**Place of Meeting:** City Council Chambers  
(923 8th Street, Second Floor)

---

*Present: Stines, Hilsabeck, Williamson.*

*Others present: Elmquist, Robbins, and Skare.*

1. Minutes of Prior Meetings.

*Stines moved; Hilsabeck seconded to approve the minutes from November 9, 2022.*

*Ayes: all those in attendance. Nays: none.*

2. Review and Discuss Draft Job Description for a Recreation Director Position.

*The Committee discussed the proposed Recreation Director's job description. Stines objected to the verbiage that assumed that there would be a recreation center.*

*Committee requested "if necessary" be added to the last sentence of the first paragraph, removing the term Boone Recreation Board where mentioned, and removing the term intellectual ability.*

*The Committee also discussed a salary range between \$70,000.00 – \$75,000.00 and exempt verses non-exempt.*

*It was agreed that the hiring committee will consist of: up to two (2) representatives from the Citizens Committee, Policy and Administration Committee, and a couple Department Heads. Policy and Administration Committee Members will conduct the questioning.*

*Staff will make the recommended changes and bring the final job description to the May 15, 2023 Council Meeting.*

3. Other Business.

4. Adjourn.

*With no further business to come before the Committee, Williamson moved; Stines seconded to adjourn the meeting at 5:36 p.m.*

**Kim Majors**

---

**To:** Bill Skare  
**Subject:** RE: Residency request from L678

To whom it may concern,

We, the members of IAFF Local 678, would like to humbly submit a request for a revision to the residency requirement for full-time employees of the Boone Fire Department. When all other city departments' residency requirements were updated, the Fire Department's remained the same. Currently, all full-time fire department employees are required to establish and maintain residency within 10 miles of the city limits. This is  $\frac{1}{3}$  the distance of all other city departments, including those who are subject to recall (call-back) like firefighters are. Below is the current code as written.

5.13 RESIDENCY REQUIREMENT.

1. The position of City Administrator is based on contract which requires the person in that position must live within the corporate limits of the City.
2. Anyone holding the following positions is considered an emergency employee and must live within ten (10) miles of the corporate limits of the City:  
Police Chief  
Assistant Fire Chief/Commander  
Assistant Police Chief/Commander  
Fire Captain  
Fire Chief  
Fire Fighter
3. Any other employee, including any Officer, Director, Superintendent, or Foreman of the City of Boone, unless mentioned in Section 5.13(2) must live within thirty (30) miles of the corporate limits of the City. (Subsections 2 and 3 - Ord. 2270 - Sep. 22 Supp.)
4. Any employee who was living outside the limits described in subsection 3 on or before December 31, 1986, may continue to live at his or her present location.

Sincerely,  
Casey Petersen  
Boone Fire Department  
Local 678