



**Tuesday May 2, 2023**  
**Special Committee Meeting-Job Descriptions**  
**Oak Grove Council Chambers**  
**8505 Pembroke Oak Grove Rd Oak Grove, Kentucky 42262**

The Oak Grove Committee for Job Descriptions met in Special Session on May 2, 2023, at 9:00 a.m. The meeting was held in the Oak Grove Council Chambers located at 8505 Pembroke Oak Grove Road Oak Grove, Kentucky. Present for the meeting were: Chairman/Council Member Janet Edwards, and Council Member Richard Baker. Also present for the meeting were Police Chief Dennis Cunningham, Fields Operation Manager Brandy Moore, Human Resources Hailey Bamford, and City Clerk Lorelynn Fisher. Council Member John Campbell was absent. There were approximately 0 individuals present at the meeting.

**CALL TO ORDER**

Chairman/Council Member Janet Edwards called the meeting to order at 9:03 a.m.

**APPROVAL OF MINUTES**

Council Member Richard Baker made a motion to approve the minutes from April 24, 2023. Chairman/Council Member Janet Edwards seconded the motion. There was no discussion. A voice vote was taken with all present in favor; allowing the motion to be carried out.

**AGENDA**

**Job Descriptions-Committee to examine job descriptions which include the job title, department, supervisor, grade, FLSA status, salary range, and job details:** The following descriptions were reviewed:

1. Fire Chief- The committee recommended moving this position to the Executive Band. The committee recommended the following changes to the description: Under Minimum Qualifications- Committee recommended changing the experience from 11 years to 10 years as a professional firefighter and removing "or a comparable paid municipal fire department, as approved by the City of Oak Grove Human Resource Officer." Committee also recommended "Possess and maintain certification as a firefighter in the Commonwealth of Kentucky." The committee recommended adding additional courses to the supplemental training in the fire department's line item. Under the Preferred Knowledge, Skills, and Abilities- the committee recommended removing "as determined by the Human Resource Officer." The committee also recommended "Possess and maintain certification as an emergency medical technician or paramedic by the Commonwealth of Kentucky." Finally, the Committee recommended adding more information to the supplemental college level course work in municipal fire administration's line item. The committee agreed the other descriptions (Assistant Fire Chief, Captain, Lieutenant, Firefighters both part time and full time) were all adequate.

Discussion was held between committee members and Fire Chief Bill Johnson. Chairman/Council Member Janet Edwards made a motion to send all descriptions to Human Resources for revamping. Council Member Richard Baker seconded the motion. There was no discussion. A voice vote was taken with all present in favor; allowing the motion to be carried out.

The committee scheduled another meeting for June 6, 2023, at 9:00am.

**ADJOURN**

Chairperson/Council Member Janet Edwards made a motion to adjourn the meeting. Council Member Richard Baker seconded the motion. There was no discussion. The meeting was adjourned at approximately 9:43am.

**APPROVED:**

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Chairman/Council Member Janet Edwards

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Council Member John Campbell

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Council Member Richard Baker

\_\_\_\_\_  
DATE

**ATTEST:**

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Lorelynn Fisher, City Clerk, City of Oak Grove, Kentucky

\_\_\_\_\_  
DATE