

**AMENDED MINUTES  
POLICE AND FIRE COMMISSION  
Thursday, November 7, 2013  
City Hall, Room 310  
5:00 PM**

MEMBERS PRESENT: Commissioners David Nelson, Jim Coates & Lanny Schimmel

EXCUSED: Commissioners Rod Goldhahn, & Elizabeth Kostichka

OTHERS PRESENT: Chief Molitor, Chief Litton, Jennifer Smits and Melanie Falk

The meeting was called to order at 5:00 pm by Vice President David Nelson. Roll call was taken as noted above.

**1. Approval of the minutes from the regular meeting of the Police and Fire Commission held October 3, 2013 and the special meeting held October 22, 2013.**

Motion made by Comm. Schimmel, second by Comm. Coates to approve the minutes of the October 3 and October 22, 2013 meetings as revised. Motion carried.

**2. President's Report.**

No report.

**3. Communications.**

**a. Budget Status Report**

**b. Budget Spreadsheet**

Comm. Schimmel made a motion to approve the communications with a second by Comm. Coates. Motion carried.

**4. Approval of the 2014 Patrol Officer recruitment process.**

HR Generalist Jennifer Smits stated the memo in the packet outlines the process and timeline that will be used for the recruitment. The process is similar to the one used in the last recruitment. Candidates can begin submitting applications November 9.

A motion to approve the 2014 Patrol Officer recruitment process was made by Comm. Coates with a second by Comm. Schimmel. Motion carried.

**5. Report from the Chiefs.**

Chief Molitor reported that three officers from Mexico trained with the department last month. The officers are from our sister city in Mexico that has a population of almost a half million people. Our officers were particularly interested to hear how they deal with the gang issues due to the cartels and the problems they have with shootings and lawlessness. These officers are paid a mere pittance and deal with colleagues they may not be able to trust on a daily basis. It was very enlightening and interesting to hear their stories and to be able to provide

them with a variety of different experiences. The department has collected extra uniform shirts from surrounding agencies that will be shipped to their department in Mexico.

Chief Molitor reported that six additional officer positions were approved in the 2014 budget. The department had planned to over hire two officers in November, but will hold off on hiring until January due to budget challenges. Worker's compensation expenses were higher than anticipated last quarter due to injuries to officers.

Chief Molitor stated the District Captains presented him with the threat assessments for the City and now they will begin work on synthesizing those into next year's strategic plan which will be completed before the end of the year. Chief Molitor anticipates having the first year plan results in January 2014.

Chief Litton reported that Brent Elliott has been in the Interim Division Chief position for approximately two weeks. DC Elliott was able to train with outgoing Division Chief Watzka for several days before she retired. Chief Litton went on to say that although DC Elliott still has a lot to learn, he is very enthusiastic, and Chief Litton thinks he will be successful.

Comm. Coates inquired about fire department activity at the old Brown County Mental Health Hospital. Chief Litton stated that Brown County is allowing the department to conduct training in one wing of the hospital prior to its destruction.

#### **6. Report from Chief Litton regarding the Fox Valley College regional Fire Fighter Recruitment Process.**

Chief Litton stated that overall the department is happy with the results of the process and feels the process provides the department with an excellent pool of candidates to be interviewed for potential employment. There were 125 candidates that applied through the process and 71 have passed the written test, taken the personality test and are being recommended as qualified. Chief Litton stated there are six dimensions or traits that both he and Asst. Chief Nieft have identified as negative factors for candidates that may cause problems with the team concept in the fire house. These dimensions are: abrasive, adds tension, inconsiderate, low tolerance, self-focused and work avoid. Chief Litton stated the department wants the best candidates and feels that after applying the dimension filters, there are approximately 31 candidates the department would like to interview. The department anticipates 7 open positions for the recruit academy but that number could rise depending on the number of retirements between now and February 2014. Discussion followed on the application process and dimension traits.

Chief Litton stated in addition to the candidates that applied through the FVTC process, there are candidates that have been interns with the department. These interns have completed their associate degree at FVTC, NWTC, Chippewa Valley, etc. and have the recommendation from our officers. Chief Litton stated that FVTC can run the interns through their screening process for around \$200 per candidate. The Chief recommends that all interns go through FVTC's process after completing an internship before they can be added to the hiring list.

Manager Falk stated that Chief Molitor is following a similar process with Police Department interns. Once the department feels the interns are ready, they go through the same process that other patrol officer candidates go through. Chief Litton agrees that all candidates should go through the same process for consistency in the hiring process. Discussion continued on the merits of having interns go through the same hiring process as other candidates.

A motion to approve the proposal as brought forth for the Fire Department hiring process was made by Comm. Coates, seconded by Comm. Schimmel. Motion carried.

**7. Schedule Fire Fighter interviews.**

HR Generalist Smits suggested scheduling the interviews with the commissioners during the second or third week in December. After discussion, it was determined to hold December 9, 10 and 12 for fire fighter candidate interview dates.

**8. Bills.**

- a. Psychological Consultants \$450.00
- b. Prevea Workmed \$70.00
- c. Prevea Workmed \$885.00
- d. IPMA-HR \$210.00
- e. Personnel Evaluation Inc. \$150.00
- f. Fox Valley Technical College \$1,355.00
- g. Psychological Consultants \$450
- h. Psychological Consultants \$450

Comm. Schimmel made a motion to approve the bills with a second by Comm. Coates. There was no further discussion and the motion carried.

Comm. Nelson thanked Comm. Schimmel for his service.

**9. Set date of next meeting.**

The next regularly scheduled meeting of the Police and Fire Commission is scheduled for December 5, 2013, at 5:00 pm in room 310 of City Hall. The Commission may use this night, if needed, for additional fire fighter interviews.

There being no further business, a motion was made by Comm. Coates to adjourn. Motion was seconded by Comm. Schimmel. Motion carried and the meeting was adjourned at 5:47 pm.

Respectfully submitted,

Peggy Barden, Recording Secretary

APPROVED: \_\_\_\_\_  
Rod Goldhahn, President