

MINUTES
POLICE AND FIRE COMMISSION
Wednesday, September 4, 2013
City Hall, Room 310
5:00 PM

MEMBERS PRESENT: Commissioners Rod Goldhahn, David Nelson, Lanny Schimmel

EXCUSED: Commissioners Jim Coates & Elizabeth Kostichka

OTHERS PRESENT: Fire Chief David Litton, Assistant Police Chief Lisa Sterr, and Human Resources Operations Manager Melanie Falk

The meeting was called to order at 5:00 pm by Commission President Rod Goldhahn. Roll call was taken as noted above.

1. Approval of the minutes from the regular meeting of the Police and Fire Commission held August 8, 2013.

Comm. Nelson made a motion to approve the minutes of the August 8, 2013 meeting, with a second by Comm. Schimmel. Motion carried.

2. President's Report.

Comm. Goldhahn deferred his report to item five (5).

3. Communications.

A. Budget Status Report

B. Budget Spreadsheet

Comm. Goldhahn noted that the bills were again related to recruiting. Comm. Schimmel made a motion to approve the communications with a second by Comm. Nelson. There was no further discussion and the motion carried.

4. Report from the Chiefs.

Assistant Chief Sterr reported that two (2) new officers, Casey Masiak and Phuichi Xiong, were sworn in on August 26, 2013. She updated the Commissioners on the initiative to get the public to register their personal items and said that the web based program has been built and is being tested by the department. There were no questions from the Commissioners.

Chief Litton reported that the department would be holding the hiring of new recruits until January 2014, and will begin working on getting the Recruit Academy set up. He stated that the fire department is starting a process for officer training for Captain and Lieutenant positions as they have not had a good mechanism of continuing education. The current Captains and Lieutenants were interviewed to find out what they feel they need. The Chief commented that this training will be on an ongoing basis to give the officers the tools they need. Chief Litton said the department also conducted some exit interviews with retiring

Captains and Battalion Chiefs to get insight in finding a formalized transition mechanism to transfer their knowledge to the person who will be filling their position.

The Chief stated that the department has met with three (3) technical colleges, Northeast Wisconsin Technical College, Fox Valley Technical College and Chippewa Valley Technical College, to discuss how students will be incorporated into the department as interns. The groups also started the discussion of the recruitment of minorities.

Lastly, Chief Litton noted that his swearing in ceremony would be the following evening. He expressed his appreciation for the support of the Commission and invited them to attend.

5. Considering Performance of a Fire Department Employee for Possible Commendation. (Closed session)

Comm. Goldhahn read the closed session statement. Comm. Nelson made a motion to go into closed session with a second by Comm. Schimmel. Motion carried.

Comm. Schimmel made a motion to return to open session with a second by Comm. Nelson. Motion carried. Out of closed session Comm. Goldhahn reported that the Commission had discussed the performance of a Fire Department employee for possible commendation and that additional follow up will be completed over the coming months.

6. Request to Approve Police Department Lieutenant Promotion List.

There were no questions and Comm. Schimmel made a motion to approve the Police Department Lieutenant Promotional List. The motion was seconded by Comm. Nelson. Motion carried.

7. Approval of Police Department Promotions.

There were no questions or discussion by the Commissioners. Comm. Nelson made a motion with a second by Comm. Schimmel to approve the following promotions:

- Promotion of Lieutenant John Laux to Captain, effective on or about September 9, 2013.
- Promotion of Officer Matthew VanEgeren to Lieutenant, effective on or about September 9, 2013.
- Promotion of Officer Tod Kulow to Lieutenant, effective on or about November 1, 2013.

8. Review of Patrol Officer Candidates. (Closed session)

Comm. Goldhahn read the closed session statement. Comm. Nelson made a motion to go into closed session with a second by Comm. Schimmel. Motion carried.

A motion was made by Comm. Schimmel to return to open session with a second by Comm. Nelson. Motion carried. Out of closed session Comm. Goldhahn reported that the Commission had reviewed two (2) Patrol Officer candidates and both were accepted and ranked by the Commissioners.

9. Bills.

- a. Psychological Consultants \$450.00**
- b. Psychological Consultants \$450.00**

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

10. Set date of next meeting.

The regularly scheduled meeting of the Police and Fire Commission is scheduled for October 3, 2013, at 5:00 pm in room 310 of City Hall. Comm. Goldhahn reported that he would not be able to attend the meeting and noted that Vice President Nelson would conduct the meeting.

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

Respectfully submitted,

Lola Becker, Recording Secretary

APPROVED: _____
Rod Goldhahn, President