

**MINUTES**  
**POLICE AND FIRE COMMISSION**  
**Thursday, April 2, 2015**  
**City Hall, Room 310**  
**4:15 PM**

MEMBERS PRESENT: Commissioners Rod Goldhahn, David Nelson, Jim Coates, Barbara Dorff and Nancy Schopf

OTHERS PRESENT: Fire Chief David Litton, Division Fire Chief Bill Zehms, Police Captain Paul Ebel and HR Operations Manager Melanie Falk

**1. Roll call.**

The meeting was called to order at 4:15 p.m. by President Goldhahn. Roll call was taken as noted above.

**2. Approval of the minutes from the meeting of the Police and Fire Commission held February 5, 2015 and March 5, 2015 and approval of the minutes from the special meeting of the Police and Fire Commission held February 2, 2015.**

Comm. Goldhahn requested a motion to approve the meeting minutes as submitted. Motion made by Comm. Schopf, second by Comm. Dorff. Motion carried.

**3. President's Report.**

Comm. Goldhahn reported that officer elections will likely take place at the June meeting. Typically, commissioner changes take place in May, and generally elections are held annually. Elections were not held in 2014; however, the 2015 elections will be held at the June meeting.

Comm. Goldhahn also reported that the Police and Fire Commission received a citizen complaint. The complaint, however, is tied to an active court case. The complainant has agreed to wait until the court case is resolved before proceeding with the process.

**4. Communications.**

**a. Budget Status Report**

**b. Budget Spreadsheet**

Comm. Goldhahn commented on the large amount of spending and stated that this is to be expected with the new Fire Fighters coming in.

Comm. Goldhahn requested a motion to accept and place the communications on file as received. Motion made by Comm. Dorff, second by Comm. Coates. Motion carried.

**5. Report from the Chiefs.**

Fire Chief David Litton reported on the Recruit Academy. He stated that the Academy is going well, and he is hearing good reports. The department was expecting a need for extra assistance because of the lack of experience of some of the recruits; however, the additional assistance was not needed.

One of the new recruits experienced a knee injury during some practical maneuvers. The injury has resulted in light duty; however, he is still able to participate in the classroom portion of the academy. It appears he will not need surgery, but he will be out about 6 weeks. This individual was previously an intern, so he understands the routine. The training staff is creating a program to finish his training when he is back to full duty. The injury will not delay his training, and it is expected he will graduate along with the other recruits.

Chief Litton reported on a succession planning course he attended through CVMIC, Cities and Villages Mutual Insurance Company. The course focused on training individuals as they progress through the ranks: Fire Fighter to Engineer, Engineer to Lieutenant, Lieutenant to Captain, and Captain to Battalion Chief. The City has never had a formalized program to provide the core competencies of each rank. Training staff is working on the first of these programs, and seeking volunteers from the ranks to serve on the committee that will develop the curriculum and make sure all bases are covered. Chief Litton may reach out to some of the recent retirees to get some input. The first program should be ready by the end of the year, and the other programs will be developed thereafter. Individuals will complete these programs as they near eligibility to move up a rank. These programs will focus on soft skills such as personnel matters rather than technical skills.

Chief Litton reported on a meeting he attended with Assistant Fire Chief Mike Niefert and Fire Captain Bill Zehms on the Hook and Ladder program with Bellin and Prevea. This program was a pilot program at Bellin, and Prevea is very interested in participating. The purpose of the meeting was to discuss how the Hook and Ladder programs will look going forward. The Fire Department has been pushing to get Aurora involved; however, Aurora has stated that they are not interested. It will likely be several months before this program is ramped back up. The focus of the Hook and Ladder program is to meet community needs.

Chief Litton mentioned that he is looking forward to the 18 Fire Recruits getting out in the field as this will relieve the department's overtime hours.

Police Captain Paul Ebel gave the Police Chief's Report. Captain Ebel reported that on Monday, April 6, 2015, five new officers will be sworn in. There are two upcoming vacancies in May due to one retirement and one resignation in addition to two pending retirements in June or July.

A question was asked if Captain Ebel has been involved in some of the community conversations Chief Molitor has been involved in. Captain Ebel stated that he was involved in one of the meetings; however, he was out of town for the most recent meeting.

**6. Request to approve appointment of Bill Zehms to Fire Department Division Chief of Emergency Medical Services. The Commission may convene in closed session pursuant to Sections 19.85(1)(c) and (f), Wisconsin Statutes, to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility. The Commission may thereafter reconvene in open session pursuant to Section 19.85(2), Wisconsin Statutes, to report the results of the closed session and consider the balance of the agenda.**

Comm. Goldhahn read the closed session statement. A motion was made by Comm. Coates with a second by Comm. Dorff to go into closed session. Motion carried.

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A motion was made by Comm. Dorff to return to open session with a second by Comm. Schopf. Motion carried. Out of closed session Comm. Goldhahn reported that the recommendation to appoint Bill Zehms to Fire Department Division Chief of Emergency Medical Services was reviewed. The Commission unanimously approved the promotion to be retroactive effective March 30, 2015.

Comm. Goldhahn congratulated Division Chief Bill Zehms and asked him to introduce himself. Division Chief Zehms stated that he wants the Fire Department to stay relevant with an ever changing environment. He explained that one thing that helps the department prove its relevance is pursuing opportunities in Community paramedicine. This was one of the focuses in the meeting with Bellin and Prevea: seeking partnerships to provide support throughout the community and helping serve customers without added cost. The focus needs to be serving the community, identifying areas that are weak or underserved, finding a cause for those issues and

trying to correct them using the resources that are already available. Those are things that can be done relatively quickly and can be implemented immediately.

Another idea Division Chief Zehms shared is to implement assessments of the staff. Division Chief Zehms is working with Northeast Wisconsin Technical College EMS group to put together an appropriate test for the EMS staff. The purpose of the assessment is to identify weaknesses and address the issues. The assessments would be anonymous, and after training in these weak areas, a reassessment would take place. This process will allow the department to assess how effective the training programs are. Division Chief Zehms has shared this idea with department Captains, crews, and union representatives. Everyone he has spoken with has agreed that these assessments need to be done.

The last item that Division Chief Zehms shared was to seek out opportunities where the Fire Fighters can be recognized from outside agencies. Reward and recognition is important both internally and from outside agencies.

Division Chief Zehms has been with the department for 26 years and is transferring from a Captain position. He has a bachelor's degree in Business and worked in a hospital for 7 years.

A question was asked to clarify what the Hook and Ladder program is. Division Chief Zehms stated the Hook and Ladder program is where the Fire Department follows up with patients recently discharged from a hospital. Bellin initiated the program, and there have been some issues which have been ironed out. When the program launched, it was primarily a Bellin program. Now it is shifting to become a community program.

Comm. Goldhahn stated that it is clear Division Chief Zehms is ready to hit the ground running and congratulated him again.

**7. Request to approve the 2015 Police Lieutenant promotional list.**

A question was asked regarding the process to be placed on the promotional list. Captain Ebel stated that candidates are scored on a written test and oral interview, both are weighted at 50%. The candidates must have completed 7 years of service. The promotional list is in alphabetical order.

Comm. Goldhahn requested a motion to approve the 2015 Police Lieutenant promotional list. Motion made by Comm. Dorff, second by Comm. Coates. Motion carried.

**8. Request to approve Police Department Lieutenant promotions.**

A question was asked regarding the method of selecting a candidate from the list. Captain Ebel stated that the Lieutenant promotions are determined based upon the outcome of the written test and interview. He further stated that there are two upcoming Lieutenant vacancies in May, and the two candidates recommended for promotion will fill those vacancies.

Comm. Goldhahn requested a motion to approve the Police Department Lieutenant promotions. Motion made by Comm. Dorff, second by Comm. Schopf. Motion carried.

**9. Voluntary removal of a Patrol Officer candidate.**

Comm. Goldhahn stated that one of the Patrol Officer candidates has accepted an offer with the Brown County Sheriff's Department.

Comm. Goldhahn requested a motion to remove the Patrol Officer from the list. Motion made by Comm. Schopf, second by Comm. Coates. Motion carried.

**10. Review of Patrol Officer candidates. The Commission may convene in closed session pursuant to Sections 19.85(1)(c) and (f), Wisconsin Statutes, to consider employment, promotion, compensation or performance evaluation data of any public employee over**

**which the governmental body has jurisdiction or exercise responsibility. The Commission may thereafter reconvene in open session pursuant to Section 19.85(2), Wisconsin Statutes, to report the results of the closed session and consider the balance of the agenda.**

Comm. Goldhahn read the closed session statement. A motion was made by Comm. Dorff with a second by Comm. Schopf to go into closed session. Motion carried.

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A motion was made by Comm. Dorff to return to open session with a second by Comm. Schopf. Motion carried. Out of closed session Comm. Goldhahn reported that two Patrol Officer candidate backgrounds were reviewed and both candidates were rejected.

A question was asked if there were enough candidates to fill the open positions. Captain Ebel shared that the Police Department is continuing to work on additional backgrounds. Five Patrol Officers are starting on Monday, April 6, 2015 and will complete the 6 week internal recruit academy and a 3 month field training program. The department will likely bring in another group of Patrol Officers in September or October in anticipation of a number of vacancies. Comm. Goldhahn commented that during the March meeting the Police and Fire Commission authorized Human Resources to begin the Patrol Officer recruitment process.

**11. Bills.**

- a. Tyre & Childs Invoice 1225 \$990.00**
- b. Prevea Invoice 11209 \$235.00**
- c. Prevea Invoice 94099 \$6,449.50**
- d. Prevea Invoice 94112 \$486.00**
- e. Tyre & Childs Invoice 1252 \$990.00**
- f. Tyre & Childs Invoice 1257 \$990.00**
- g. Personnel Evaluation, Inc. Invoice 13022 \$500.00**

Comm. Goldhahn requested a motion to approve the bills. Motion made by Comm. Schopf, second by Comm. Nelson. Motion carried.

**12. Set date of next meeting.**

The next meeting will be held on Thursday, May 7, 2015, at 4:15 p.m. in Room 310.

With no other items on the agenda, Comm. Goldhahn requested a motion to adjourn the meeting. Motion made by Comm. Nelson, second by Comm. Coates. Motion carried.

The meeting adjourned at 4:47 p.m.

Respectfully submitted,

Lindsay Kiesow, Recording Secretary

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