

POLICE AND FIRE COMMISSION MEETING MINUTES
Village Hall Board Room
October 3, 2018

CALL TO ORDER: Chair Scott Scheife called the meeting to order at 5:30 p.m.

ROLL CALL: Present were: Chair Scott Scheife, Larry Owen, Jack Daniels, Sam Schneider, and Alan Campbell. Administrator Kreklow, Interim Fire Chief Delain and Jeff Roemer were also in attendance.

APPROVAL OF PREVIOUS MINUTES: September 11, 2018.

MOTION (Daniels/Schneider) to approve September 11, 2018 Minutes. Motion Carried Unanimously.

ELECTION OF SECRETARY AND VICE CHAIRPERSON:

MOTION (Schneider/Owen) to elect Campbell as Secretary. Motion Carried Unanimously.

MOTION (Daniels/Owen) to election Sam Schneider as Vice Chairperson. Motion Carried Unanimously.

Appointment of Fire Chief. MOTION (Owen/Daniels) to convene into closed session at 5:35 p.m. and include the Police & Fire Commission only. The Police & Fire Commission may convene into closed session per Wis. Stats. §19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and may convene into open session to take such action as it deems appropriate. Roll Call Vote Carried Unanimously.

The Police & Fire Commission reconvened into open session at 5:50 P.M.

MOTION (Schneider/Daniels) to appoint John Delaine as Fire Chief with one year to enroll in the National Officer Training Program. Motion Carried Unanimously.

Interviews for Full Time Fire Fighter and Paramedic Establish an Eligibility List. MOTION (Daniels/Schneider) to convene into closed session 5:50 P.M. and include the Police and Fire Commission, Fire Chief Delain and Jeff Roemer per Wis. Stats. §19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and may convene into open session to take such action as it deems appropriate. Roll Call Vote Carried Unanimously.

The Police & Fire Commission reconvened into open session at 7:11 P.M.

MOTION (Daniels/Owen) to bypass the Eligibility List and appoint Caitlin Krieg to Full Time Fire Fighter and Paramedic. Motion Carried Unanimously.

BATTALION CHIEF HIRING AND PROMOTIONAL PROCESS:

The Battalion Chief plan includes three personnel, one per 24 hour shift. There are internal employees qualified for the positions. The plan for 2019 is to convert the Captain positions to Battalion Chief Positions. Additionally, there would be two paid on premise positions. There would be a total of five on premise 24 hours a day. The Captain Positions would not be replaced. Currently, there are three people with the training to fill the position. The battalion chiefs would manage from the fire station rather than

from home. Discussion of the ISO rating ensued and how the changes may affect the ISO rating. Chief Delain reported that the ISO has changed guidelines and now the guidelines weigh heavier on personnel.

Chief Delain commented that he is looking for an assessment center, prior to interviews. Chair Scheife preferred the efficiency of the process utilized with the Police Department interviews. The written assessment is done prior to the interviews. MOTION (Owen/Daniels) to use the process previously used for hiring police officers. Motion carried unanimously.

BATTALION CHIEF JOB DESCRIPTION:

MOTION (Owen/ Schneider) to approve the Job Description for Battalion Chief. Motion carried unanimously.

ADMOURNMENT: MOTION (Owen/Schneider) to adjourn at 7:25 P.M.

Respectfully Submitted,

Deanna Boldrey
Village Clerk