

**MEETING: REGULAR MEETING OF THE POLICE & FIRE
COMMISSION**

DATE & TIME: Tuesday, November 26, 2024 at 6:00 PM

**LOCATION: Germantown Police Department
N112 W16877 Mequon Road**

NOTICE: Citizens not wishing to attend the meeting personally or virtually may submit any public comments by sending an email to comments@germantownwi.gov by 4 p.m. on the day of the meeting so that it can be provided to the members of the body for their consideration.

AGENDA

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
- II. **ROLL CALL:**
- III. **MEETING MINUTES:**
 - A. November 20, 2024
- IV. **UNFINISHED BUSINESS**
 - A. Process for Filling Chief Vacancy and Possible Engagement of Professional Services for the Same.
- V. **ADJOURNMENT:**

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the Village Clerk at (262)250-4745 at least 2 days prior to the meeting.

GERMANTOWN POLICE AND FIRE COMMISSION MEETING MINUTES
POLICE DEPARTMENT
N112 W16877 MEQUON ROAD
November 20, 2024, at 6:00 P.M.

CALL TO ORDER: Chair Scott Scheife called the meeting to order at (6:00) p.m.

ROLL CALL: Present were: Chair Scott Scheife, Sam Schneider, Larry Owen, Jack Daniels and Chris Yatchak. Chief Mike Snow, Capt. Pat Merten and Lt. Dan Mikulec were also in attendance.

APPROVAL OF MINUTES:

MOTION (Chris/Sam) To Approve Minutes November 19, 2024. Motion was carried unanimously at (6:01).

A, Conducting Interviews and establishing eligibility list for the Police Officers Positions. MOTION; (Chris / Jack) to convene into closed session at (6:01) p.m. and to include the Police and Fire Commission and Other noted attendees. Motion carried unanimously. 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.

MOTION: (Chris / Sam): To convene into open session at (8:33). Motion carried unanimously.
The Police and Fire Commission reconvened into open session.

MOTION: (Chris / Sam): (8:33) PFC to establish an eligibility list of the approved candidates interviewed for the position of Police Officer that will be valid for one year. They will be listed in alphabetical order from those interviewed in the meetings on the 13th, 14th and 20th. Roll Call Vote Carried Unanimously. Candidates; Christopher Agamaite, Blake Dorniden, Travis Jung, Krystal Konkel, Thomas Nisiewicz, April Rivera, Andrew Sundstorm, Matthew Volz and Cory Watzig.

NEXT MEETING DATE: 11/26/24 at a location to be determined.

ADJOURNMENT: MOTION (Chris / Sam) Roll Call Vote Carried Unanimously. The meeting was adjourned at (8:34) p.m.

Respectfully Submitted,

Larry Owen III
Secretary

Germantown Police Chief Executive Selection Scope of Service Estimated Timeline

Nov 19 – Dec 13: Preliminary Planning and Development of Candidate Profile

- Meet with the Village Administrator to discuss our recruitment approach, strategy, and methodology.
 - During this meeting we will also discuss salary, benefits, and other terms of employment so that we can be clear to potential candidates regarding the expectations of the Police and Fire Commission.
 - During this meeting, we will determine the Village point of contact for the project.
- Interview the members of the Police and Fire Commission, Department Heads, and other appropriate officials and staff for input on needed Police Chief qualifications.
- Provide a questionnaire to be completed by elected officials, staff members, and other potential stakeholders asking for their ranking of key management characteristics to develop the core position profile.
- Document and develop Village's expectations for the position and characteristics deemed desirable in the candidate that will be necessary to continue to provide excellence in municipal services.
- Develop a candidate profile for the Police Chief position and a community profile to attract top quality applicants.

Dec 16 – Jan 10: Advertising/Candidate Search

- Develop the Police Chief position advertisement based on the Village's candidate profile. *Community Profile and Announcement, Recruitment Flier.*
- Recommend effective publications and announcement networks, avoiding those we have found costly and ineffective. Pursue potential candidates through firm resources and networks (i.e. websites inside and outside of Wisconsin, state, regional and national contacts we have developed over the years). *WCMA, LWM, DOJ, Wisconsin Police Chief Association, Governmentjobs.com, LinkedIn, Facebook, McMahon website.*

Dec 16 – Jan 10: Resume Review (application deadline of Friday, January 10, 2025)

- Serve as the point of contact between candidates and the Village, answering candidate's questions and providing additional information to candidates.
- Review all resumes and match qualifications as indicated on resumes to the candidate profile and position requirements.
- Summarize applicant information in an easy-to-read format for the Police and Fire Commission to review.

Jan 13 – Jan 31: Pre-Qualifying Candidates

- Meet with the Police and Fire Commission to review and narrow the list of applicants to ten (10) maximum for personal contact (first cut).
 - _____ date of meeting
- McMahon will conduct telephone/virtual interviews with the first cut applicants.
- Based on the telephone/virtual interviews, we will develop a summary of first cut applicants for the Police and Fire Commission review and narrow to three to five (3 to 5) candidates (second cut) for further consideration.
- Meet with the Police and Fire Commission to review the list of applicants to the top three to five (3 to 5) candidates (second cut) for further consideration.
 - _____ date of meeting

Feb 3 – Feb 14: Personal Interviews

- Schedule interviews with candidates.
 - Interview will be conducted on _____. Staff Leadership Interviews and Village Tour – 12 noon. Police and Fire Commission Interviews – 6:00 pm.
- We will provide the Police and Fire Commission and Staff Leadership with a list of appropriate interview questions and conduct a brief interview training session to discuss those questions they can and cannot ask by law, to avoid any legal entanglements.
- Review interview results with the Police and Fire Commission after the interviews are completed.
- Offer our professional observations and assist the Police and Fire Commission in reaching a consensus on a finalist through a facilitated meeting process which is designed to identify the strengths, weaknesses, and cultural fit of the finalists.

Feb 17 – Mar 7: Pre-Employment Checks of Finalists

- Verify past employment history.
- Obtain three to five (3 – 5) professional references of finalist (our vast network of contacts in the municipal law enforcement profession frequently allows us to obtain references beyond that which is provided by the applicant).
- Verify academic credentials of finalist.
- Conduct a criminal, internet, and financial background check of the finalist.
- Conduct physical and psychological exam (to be completed by Village?).

Feb 17 – Mar 14: Employment Contract Negotiations

- Obtain authority from the Village Board on the acceptable range of salary, benefits, and other conditions of employment to offer to the finalist.
- Negotiate the employment agreement within the parameters established by the Village Board.
- Draft the formal employment agreement for consideration by the Village Board and applicant.
- _____ - Village Board appointment of Police Chief

TBD: Employment Transition

- Assist Village as requested.

VILLAGE OF GERMANTOWN

POLICE CHIEF RECRUITMENT

ELECTED OFFICIAL QUESTIONNAIRE

McMahon is conducting a Police Chief Recruitment for the Village of Germantown. As a part of our recruitment process, we are also seeking the input of the Police and Fire Commission, Department Heads, and other stakeholders. We hope that you will take a few minutes to fill out this questionnaire, save it to your computer and email it to khackbarth@mcmgrp.com no later than Friday, December 13, 2024.

Thank you in advance for your assistance with this very important project.

QUESTIONNAIRE

1. How long have you been on the Board or Village Staff? _____ Years

On a scale of one to five with one being poor and five excellent, please rate your satisfaction with the following as they relate to the Police Department:

	1	2	3	4	5
2. Ordinance Enforcement	—	—	—	—	—
3. Citizen Interaction	—	—	—	—	—
4. Crime Prevention Efforts	—	—	—	—	—
5. Crime Investigation	—	—	—	—	—
6. Traffic Enforcement	—	—	—	—	—
7. Response to Incidents	—	—	—	—	—
8. Interaction with Other Departments	—	—	—	—	—
9. Overall Professionalism	—	—	—	—	—
10. Community Relations	—	—	—	—	—

For each factor that was given a score of less than 3, briefly explain your concerns.

With regard to the Police Chief position, please rank the following characteristics and management skills in order of importance – 1-15, using a number only once (i.e., 1=most important, 2=second most important, etc.)

- Problem Solving Skills _____
- Budgeting Skills _____
- Organizational Skills _____
- Reasoning Skills _____
- Verbal Communication Skills _____
- Written Communication Skills _____
- Listening Skills _____
- Display of Empathy _____
- Relationship with Elected Officials _____
- Relationship with Village Employees _____
- Relationship with other Department Heads _____
- Personnel Management Skills _____
- Community Involvement (service clubs, sports, events, etc.) _____
- Positive Personality _____
- Leadership Skills _____

Feel free to make any other comments that may be helpful to us about identifying the ideal Police Chief for the Village:

Please email to: khackbarth@mcmgrp.com

By Friday, December 13, 2024

Village of Bayside
Wisconsin

August 19, 2024



Police Chief
Position Announcement



The Village of Bayside is seeking a dynamic candidate who demonstrates strong leadership and supervisory skills for its next Police Chief.

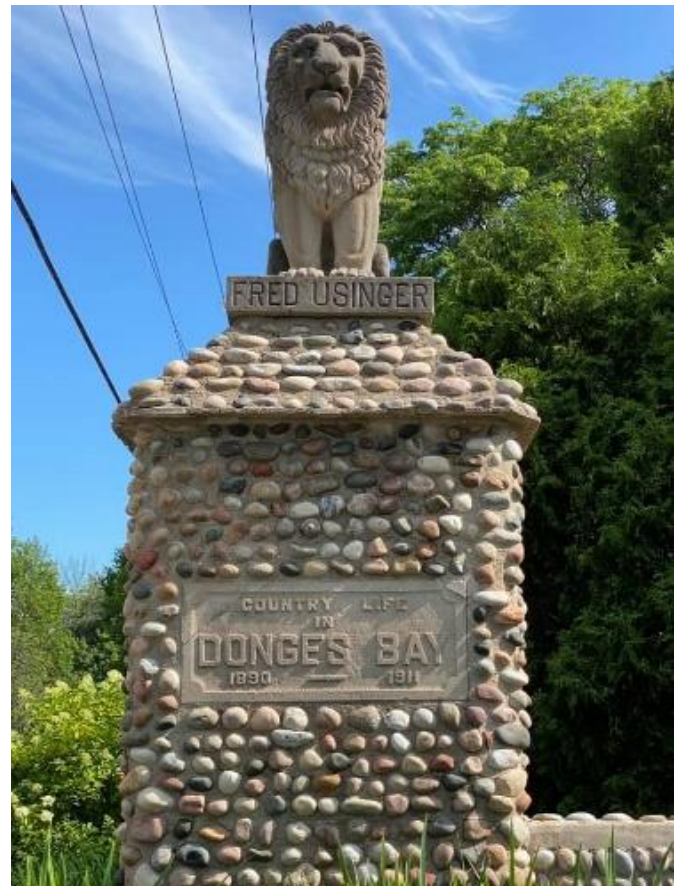
WHO WE ARE

The Village of Bayside (2024 est. pop. 4,407) is a small community located along the shores of Lake Michigan in both Milwaukee and Ozaukee counties. Known for its suburban charm and natural beauty, Bayside offers a peaceful, community-oriented atmosphere.

The Village of Bayside is structured under a President-Board form of government with a full-time Village Manager. The Board of Trustees consists of 6 trustees elected at-large and one president, all elected for three (3) year terms. The Village is a full-service municipality with Village Administration, Department of Public Works, Police Department, 911 Emergency Dispatch, Fire Department, Health Department, Library, Municipal Court, Sewer Utility, and Stormwater Utility.

OUR HISTORY

Bayside was once an area comprised of a few large homes, summer cottages, and farms. In 1911, the original Donges and Usinger estates were marked by the stone lion gates which currently stand at the corner of Lake Drive and Fairy Chasm Road. Prior to settlement, the Bayside area was used by Native Americans for hunting and fishing. The Sauk Indian Trail (now Port Washington Road) was the closest major trail. Chief Waubeka and the last of the Potowotamic Indians left the areas in 1845.



OUR FUTURE

Bayside is situated about 10 miles north of downtown Milwaukee. The Village is characterized by its lush greenery, wooded areas, and close proximity to Lake Michigan, providing scenic views and opportunities for outdoor activities. The area is predominantly residential, featuring single-family homes with spacious lots, well-maintained lawns, and tree-lined streets. Bayside is known for its low crime rate and strong sense of community, making it an attractive place for families and retirees. Bayside offers a tranquil and family-friendly environment with a strong sense of community, making it a desirable place to live for those seeking a suburban lifestyle with easy access to urban amenities.

THE BAYSIDE POLICE DEPARTMENT

The Police Department is staffed with thirteen (13) sworn personnel, including the Police Chief, four lieutenants, eight officers, and a part-time non-sworn administrative assistant. The department serves the community 24 hours a day, 7 days a week, 365 days a year, working collaboratively with other North Shore public safety parties. Providing exemplary leadership, the Police Department prides itself on engaging and serving the community with integrity. The Department provides the highest levels of service, with many specific programs including the myBlue Program.

Mission Statement

The mission of the Bayside Police Department is to serve all persons within our community. Our service shall be rooted in professionalism, respect, courtesy, integrity, dignity, and accountability. The members of the Bayside Police Department are men and women of character and compassion. We value ethical behavior, competency, and a strong work ethic among our members.

THE POSITION

The Police Chief role will service as an integral component in providing solution based, innovative, and superior service to our constituencies, and to protect the rights of all persons, reduce the fear of crime, mitigate threats, identify and solve problems, and provide police services for all residents, businesses, and visitors in a manner that will both serve them and promote a safe environment. Specifically, the Police Chief will provide leadership within the Department, manage and supervise the administrative functions within the Department, protect the public and their property from crime, enforce all local ordinances and laws, and discharge that duty in an immediate and intelligent response to any emergency.



MANAGEMENT STYLE & ATTRIBUTES

The ideal candidate will be a leader of high integrity, with collaborative, interpersonal and leadership skills; a strategic-thinking professional, with personnel management skills; must be innovative in problem-solving, strong organizational skills, team building and the ability to promote positive and productive relationships with staff, community members and elected officials.

EDUCATION AND EXPERIENCE

Minimum education should include a bachelor's degree from an accredited college or university. A master's degree is preferred. Wisconsin Law Enforcement Standards Board certification or the ability

to obtain Law Enforcement Standards Board certification. Certification from the FBI National Academy, Southern Police Institute, Northwestern University School of Police Staff and Command, or other law enforcement executive leadership course is preferred. At least ten (10) years of law enforcement experience, and at least five (5) years of command-level experience with leadership in all areas of police operations and community policing, previous chief experience preferred. Equivalent experience/qualifications will be considered.

This position requires a valid Wisconsin Driver's license and successfully pass a background check and drug test.

COMPENSATION AND BENEFITS

This position is posted with a salary range of \$110,000-130,000 with a full benefits package. Starting salary will be DOQ. Benefits include.

- **Health, Dental, and Vision** – the Village offers insurance plans to cover the needs of employees and their families. Employees may choose between plans offered by the State of Wisconsin and may also choose to cover additional immediate family members.
- **Retirement** – all full-time Village employees are enrolled in the Wisconsin Retirement System plan. Sworn Police personnel are enrolled in the Protection Services Plan.
- **Life Insurance** – full-time employees are provided group life insurance through the Wisconsin Department of Employee Trust Funds. Life insurance coverage is the employee's annual salary rounded up to the next thousand dollars. Employees may add additional coverage as well as spouse/dependent coverage at their cost.
- **457 Deferred Compensation** – employees may defer a portion of their salary, which will not be subject to federal or state income taxes (tax deferred). These plans are intended for long term retirement investment planning.
- **Flexible Spending Accounts** – employees may pre-tax a portion of their salary into flexible spending accounts to pay for dependent care and non-reimbursable medical expenses.
- **Employee Assistance Program** – the Employee Assistance Program (EAP) is a program to help employees and their family members address problems such as alcohol or drug abuse, marital conflicts, family problems, emotional difficulties, legal problems, and financial concerns. The EAP provides a 24-hour confidential counseling intervention service for up to three free visits per issue.
- **Pay Days** – employees are paid on a bi-weekly basis and receive a direct bank deposit of pay every other Friday. Bi-annual performance reviews are conducted to inform employees about how well they are performing in their job.
- **Paid Time Off** – employees accrue paid time off on a per pay period basis, with accrual rate varying by years of service.

APPLICATION PROCESS

Interested professionals should submit application material to khackbarth@mcmgrp.com at McMahon Associates, Inc.

During the application period, interested professionals should submit the following:

- ✓ Village of Bayside Employment Application can be found at <https://mcmgrp.com/what-we-do/public-safety-municipal-management/> scroll down to see Bayside job announcement
- ✓ Cover Letter
- ✓ Resume
- ✓ Professional References

Complete applications will be accepted until **Friday, September 13, 2024**. All questions should be directed to Lori Gosz, McMahon Senior Public Management Specialist who can be reached by email at lgosz@mcmgrp.com.

HIRING PROCESS

The applications will be reviewed by the Village Internal Selection Committee and after initial review, the top applicants will be contacted for an initial interview. The initial interviews are tentatively scheduled to begin September 16, 2024. The Village Board will review the results of the initial interviews on October 10, 2024, and will select the final candidates for a second interview to be held on October 21, 2024 with Village Staff Leadership and Village Board.

Additional information about the Village of Bayside can be found on the Village website:

<https://www.baysidewi.gov/>

The Village of Bayside is an equal opportunity employer



MORE ABOUT THE COMMUNITY OF BAYSIDE...

EDUCATION

Maple Dale-Indian Hill School District and Fox Point Bayside School District provides 4K through 8th grade education to Bayside residents. Nicolet School District provides high school education to Bayside residents.

Universities, Colleges, and Technical Schools: The University of Wisconsin Milwaukee, Marquette University, Milwaukee Area Technical College, Concordia University, Milwaukee School of Engineering, and Mount Mary University.

PARKS AND RECREATION

Ellsworth Park is the Village's main park and holds many recreation opportunities. The park features playground equipment, an open-air pavilion and restrooms, a baseball/softball field, soccer fields, and four full-sized tennis courts, bounce boards, and pickleball courts.

Doctors Park is part of the Milwaukee County Parks System and is located on the border of Bayside and Fox Point on the shoreline of Lake Michigan.

Mount Bayside is located just north of Village Hall on the corner of Fairy Chasm Road and Regent Road.



The Nicolet Recreation Department provides recreational and lifelong learning opportunities for Bayside residents. For more information on programs and registration, visit the Nicolet Recreation Department at <https://www.nicolet.us/o/recreation>.

PUBLIC SAFETY



Bayside Communications Center: The Bayside Communications Center provides emergency dispatch/911 services for Bayside, Brown Deer, Fox Point, Glendale, River Hills, Shorewood, Whitefish Bay, and the North Shore Fire Department.

North Shore Fire Department: The Village of Bayside receives fire and rescue protection from the North Shore Fire Department, which serves the entire North Shore 24 hours a day, 7 days a week, 365 days a year.

North Shore Health Department: The Village of Bayside receives health-related services from the North Shore Health Department.

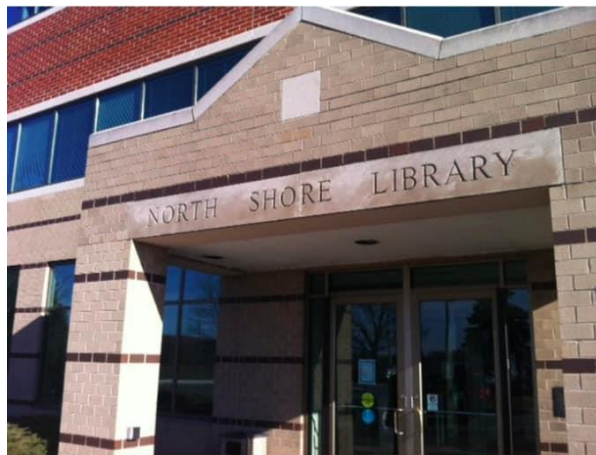
North Shore Municipal Court: The Village of Bayside receives court services from the North Shore Municipal Court with the City of Glendale.

PUBLIC WORKS

The Department of Public Works is responsible for the maintenance and repairs of streets, culverts, street signs, and Village buildings. DPW is also responsible for public services such as refuse and recycling collection and disposal, snow and ice removal, forestry, maintenance and cleaning of Village facilities, storm and sanitary sewer infrastructure maintenance.

LIBRARY

North Shore Library: The Village of Bayside belongs to the North Shore Library with the communities of Fox Point, River Hills, and Glendale. The Library is currently located in Glendale and expected to re-locate to Bayside in 2025.



Germantown Police Chief Executive Selection – Internal Recruitment Scope of Service Estimated Timeline

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