

1. Agenda

Documents: [PFC_20150211_AG.PDF](#)

2. Complete Packet

Documents: [PFC_20150211_PK.PDF](#)



Administrative Offices
5520 Lacy Road
Fitchburg, WI 53711-5318
Phone: (608) 270-4200
Fax: (608) 270-4212
www.fitchburgwi.gov

**AGENDA
POLICE AND FIRE COMMISSION
February 11, 2015
4:30 P.M.
CITY HALL**

NOTICE IS HEREBY GIVEN that the Fitchburg Police and Fire Committee will meet at **4:30 P.M.** on Wednesday, February 11, 2015 in the **Meeting Room** of the Fitchburg City Hall, 5520 Lacy Road, Fitchburg, WI 53711 for the purpose of:

- 1) Call to Order
- 2) Approval of Minutes of the January 14, 2015 Meeting
- 3) Open Session
 - a) Public Appearances – Non-agenda items
 - b) Report from Police Department
 - i) Approval of Sergeant promotional process and authorization to begin recruitment.
 - c) Announcements
 - i) Next regular meeting scheduled for March 11, 2015
- 4) Adjournment

City of Fitchburg
Police and Fire Commission
Minutes
Wednesday, January 14, 2015

Members Present: Tom Darcy, Tom Marquardt, Tom Shellander, Denise Solie (arrived at 4:40 p.m.), Greg Jones

Members Absent: None

Also Present: Lisa Sigurslid, Human Resources Manager; Chad Grossen, Acting Fire Chief; Tom Blatter, Police Chief

1. Call to order

The Police and Fire Commission meeting was called to order by Darcy at 4:34 p.m.

2. Approval of Minutes of the Wednesday, December 17, 2014 meeting.

Motion by Marquardt, second by Jones to approve the minutes of the December 17, 2014 meeting. Motion carried

3. Open Session

a. Public Appearances – Non-Agenda items
None

b. Report from Police Department

- i. Approval of Police Officer recruitment process and authorization to begin recruitment. Sigurslid and Blatter reviewed the results of the last recruitment process, identifying areas where improvements could be made. Chief Blatter requested authorization to begin the recruitment process for the Police Officer position as presented, noting that the passing score for the written exam would change from 70% to 65%.

Motion by Solie, second by Jones to authorize the beginning of the recruitment process as presented. Motion Carried.

c. Report from Fire Department

i. Review Fire Department Activity Report

Grossen reviewed the current staffing of the department, noting the changes that have occurred since the last meeting.

ii. Closed Session

Pursuant to Section 19.85(1)(c), Wisc. Stats., the commission will move into CLOSED SESSION for the purpose of considering employment, promotion, compensation, or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility, more specifically, to discuss appointment of full-time firefighter in the Fire Department.

Motion by Shellander, second by Jones to move into Closed Session at 4:47 p.m. Motion carried by roll call vote, 5-0

iii. Reconvene into Open Session – Action may be taken on matters discussion in closed session.

Motion by Solie, second by Jones to return to Open Session at 5:26 p.m. Motion carried by roll call vote, 5-0

Motion by Shellander, second by Jones to extend a conditional offer of employment for the position of full-time firefighter to Julie Griessmeyer. Motion Carried.

Motion by Shellander, second by Solie to place the eight remaining candidates on an eligibility list for a period of one year. Motion Carried.

- iv. Discuss recruitment process for full-time Fire Chief
Sigurslid provided information to the Commission regarding decisions that need to be made in preparation for the Fire Chief Recruitment. Sigurslid will research processes used by other agencies within the last couple of years and provide a recommended process to the Commission at the next meeting.

d. Announcements

- i. Next regular meeting is scheduled for February 11, 2015

4. Adjournment

Motion by Shellander, second by Jones to adjourn at 5:48 p.m.



Sergeant Promotional Process

- 02/11/2015** **Authorization from PFC to begin Promotional Process**
- 02/16/2015 –** **Application Period**
03/01/2015 The Sergeant position will be advertised internally to current Police Department staff. All interested individuals will be required to apply online. Applications must include a current resume.
- 03/03/2015** **Panel Interviews and Written Exam**
At the end of the application period all candidates, with complete application packets, will be invited to participate in oral panel interviews. Three panelists will participate with the same questions being asked to each candidate. Following the panel interview candidates will take the written exam.
- 03/06/2015** **Chief's Interview**
Following the panel interview, all candidates will interview with the Police Chief.
- *03/18/2015** **Recommendation to the Police and Fire Commission**
- 03/23/2015** **First Day**