

1. 4:30 P.M. Agenda

Documents: [PFC_20150408_AG.PDF](#)

2. 4:30 P.M. Complete Packet

Documents: [PFC_20150408_PK.PDF](#)



Administrative Offices
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**AGENDA
POLICE AND FIRE COMMISSION
Wednesday, April 8, 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, April 8, 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 March 18, 2015 Meeting
- 3) Open Session
 - a) Public Appearances – Non-agenda items
 - b) Recognition of Tom Shellander
 - c) Report from Police Department
 - i) 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 recruitment and test scores.*
 - ii) Reconvene into Open Session – Action may be taken on matters discussed in closed session.
 - iii) Update on Police Officer Hiring and Recruitment Process
 - d) Update on Fire Chief recruitment and discussion of panel interview process
 - e) Announcements
 - i) Next regular meeting scheduled for May 13, 2015
- 4) Adjournment



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City of Fitchburg
Police and Fire Commission
Minutes
Wednesday, March 18, 2015

Members Present: Tom Darcy, Tom Marquardt, Greg Jones
Members Absent: Tom Shellander, Denise Solie
Also Present: Lisa Sigurslid, Human Resources Manager; Tom Blatter, Police Chief; Rich Roth, Deputy Fire Chief

1. Call to order

The Police and Fire Commission meeting was called to order by Darcy at 4:33 p.m.

2. Approval of Minutes of the Wednesday, February 11, 2015 meeting.

Motion by Jones, second by Marquardt, to approve the minutes of the February 11, 2015 meeting.

Motion Carried

3. Open Session

a. Public Appearances – Non-Agenda items

None

b. Report from Police Department

i. 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 promotion of Patrol Sergeant in the Police Department.

Motion by Marquardt, second by Jones to move into closed session at 4:34 p.m. Motion carried by roll call, 3-0

ii. Reconvene into Open Session - Action may be taken on matters discussed in closed session.

Motion by Marquardt, second by Jones to return to open session at 5:13 p.m. Motion carried by roll call, 3-0

Motion by Jones, Second by Marquardt to promote Jason Marthe to the position of Patrol Sergeant. Motion Carried.

iii. Update on Police Officer Recruitment and Selection Process.

Sigurslid provided the commission with an update on the current police officer recruitment process. 223 applications were received for two vacancies. The candidates participated in the written exam on March 14th. We are awaiting the exam results. The next step is the supplemental questionnaire. We are still on schedule for an August hire.

c. Report from Fire Department

i. Review of Activity Report

ii. Review of fire Intern recruitment and selection process, recommendations and approval of fire science interns and alternates.

Sigurslid explained the recruitment and selection process, Roth provided the Commission with Chief Grossen's recommendations. We received 23 applications, nine applicants were invited to interview, and 8 applicants were interviewed.

Motion by Marquardt, second by Jones to appoint Lucas Knipfer, Erin Statz, and Cole Turner to the position of Fire Science intern. Motion Carried.

Motion by Jones, second by Marquardt to approve Spencer Rindfliesch and Kyle Francis as alternates for the Fire Science Internship in the event one of the selected candidates does not accept the appointment. Motion Carried.

- iii. Review and approval of Fire Chief Recruitment and selection process.
Sigurslid reviewed the recommended recruitment timeline along with the position profile and position description for the Fire Chief process. Sigurslid also reminded the commission of the recommendations provided by Ethical Leaders in Action regarding the position of Fire Chief, many of those recommendations are utilized in the recruitment documents and many more will become a part of the interview process. The Commission would like to discuss the interview process in more detail at the next meeting.

Motion by Jones, second by Marquardt to approve the Fire Chief Recruitment and Selection process as presented. Motion Carried.

d. Announcements

- i. Next regular meeting is scheduled for April 8, 2015

4. Adjournment

Motion by Marquardt, second by Jones to adjourn at 6:00 p.m.