

City of Fitchburg
Police and Fire Commission
Minutes
Wednesday, May 20, 2015

Members Present: Tom Darcy, Tom Marquardt, Greg Jones, Denise Solie (arrived at 4:40 p.m.)
Members Absent: None
Also Present: Lisa Sigurslid, Human Resources Manager; Don Bates, Deputy Police Chief; Chad Grossing, Acting Fire Chief

1. Call to order
The Police and Fire Commission meeting was called to order by Darcy at 4:31 p.m.
2. Approval of Minutes of the Wednesday, April 8, 2015 meeting.
Motion by Jones, second by Marquardt, to approve the minutes of the April 8, 2015 meeting. Motion Carried
3. Open Session
 - a. Public Appearances – Non-Agenda items
Darcy stated that the Police and Fire Commission only meets when necessary to carry out their statutory duties. Recent hiring activity has required month meetings. The role of the Commission is purely administrative, related to hiring and personnel issues, operational reports are more appropriately discussed at the Public Safety/Human Services Committee meetings.
 - b. Report from Police Department
 - i. Notice of Resignation
The department recently accepted a letter of resignation from Officer Chris Madison. Madison is pursuing a position with the Department of Natural Resources.
 - ii. Update on Police Officer Recruitment
Sigurslid provided an update on the current Police Officer recruitment and selection process. Panel interviews were recently conducted and Chiefs' interviews are scheduled for June 1st and 2nd. The Commission discussed alternate dates for the June meeting to accommodate the hiring process.
 - c. Report from Fire Department
 - i. Notice of Resignations
The department recently accepted resignations from POC Firefighters Alex Payne, Paul Bowers, and Allison Langer
 - ii. Appointment of POC Firefighters
Brittany Biagioli, Torrin Thatcher, Steven Boyd, and Kacey Mackman recently completed their entry level firefighter training and are now eligible to join the department as POC Firefighters.
Motion by Marquardt, Second by Jones to approve the appointment of Biagioli, Thatcher, Boyd, and Mackman to the position of POC Firefighter. Motion Carried.
 - iii. Update on Fire Chief Recruitment
Sigurslid and Grossen provided an update on the Fire Chief Recruitment process. 27 applications were received. A review was completed by Tony Roach, Sigurslid, and Grossen. Seven individuals were selected for panel interviews scheduled for June 12.
 - d. Announcements
 - i. Next meeting is TBD
4. Adjournment
Motion by Solie, second by Jones to adjourn at 5:09 p.m.



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June 2015 Fire Department Report

(For Department Activity as of June 11, 2015)

Staffing Report

| | <u>Authorized Headcount</u> | <u>Regular Members</u> | <u>Probationary Status</u> | <u>Light Duty / On Leave</u> | <u>TOTAL</u> | <u>+/- Headcount</u> |
|------------------------|-----------------------------|------------------------|----------------------------|------------------------------|--------------|----------------------|
| Career Staff | 12 | 11 | 0 | 1 | 11 | -1 |
| Intern Staff | 9 | 3 | 4 | 0 | 7 | -2 |
| Paid-on-Call Staff | 50 | 25 | 13 | 3 | 38 | -12 |
| Paid-on-Premises Staff | 10 | 7 | 5 | 0 | 12 | +2 |
| Support Staff | 7 | 7 | 0 | 0 | 7 | 0 |
| Total | 88 | 53 | 1 | 4 | 75 | -13 |

Active Leaves of Absence / Light Duty Assignments:

FF-POC Jason Gonzalez (Leave of Absence)
 FF/Inspector Julie Griessmeyer (Light Duty)

FF-POC Vaughn Brockel (Leave of Absence)
 FF-POC Hunter Hill (Leave of Absence)

Personnel

FF-Intern Andrew Hoffman is scheduled to be released from his probationary status, effective May 19. The department recommends that this change in status be approved.

First-year Firefighter/Interns Erin Statz, Cole Turner and Lucas Knipfer moved in on Saturday, June 12, and their first day was Monday, June 15.

Firefighter/Interns Andrew Hoffman, Davin Blazek, and Bryce Anderson have completed the Fire Protection Technician Degree Program and the FFD Internship Program. All three have requested to be re-classified to Paid-On-Premises status. The department recommends the re-classification be approved.

Significant Department Activities / Events / Training

The department has a house burn scheduled for Saturday, June 13.