

City of Fitchburg
Police and Fire Commission
Minutes
Wednesday, April 8, 2015

Members Present: Tom Darcy, Tom Marquardt, Greg Jones, Tom Shellander Denise Solie
Members Absent: None
Also Present: Lisa Sigurslid, Human Resources Manager; Don Bates, Deputy Police Chief

1. Call to order
The Police and Fire Commission meeting was called to order by Darcy at 4:30 p.m.
2. Approval of Minutes of the Wednesday, March 18, 2015 meeting.
Motion by Marquardt, second by Jones, to approve the minutes of the March 18, 2015 meeting. Motion Carried
3. Open Session
 - a. Public Appearances – Non-Agenda items - None
 - b. Recognition of Tom Shellander
Darcy thanked Tom Shellander for his 10 years of dedicated service to the Police and Fire Commission and presented him with a plaque from the City.
 - c. Report from Police Department
 - i. Closed Session - None
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.
Sigurslid provided the commission with an update on the current police officer recruitment process. Comparisons were made between the applicant pool from 2014 and the current pool. With fewer applicants and up to three openings to fill, Sigurslid and Bates recommended inviting an additional 14 applicants to participate in the Supplemental Questionnaire phase of the selection process. Sigurslid and Bates answered questions from the commission.

Motion by Darcy, second by Shellander to maintain the selection process as previously approved. Motion Carried.
 - d. Update on Fire Chief recruitment and discussion of panel interview process
Sigurslid announced that advertisements were recently placed and applications are starting to come in. Sigurslid presented a recommended selection process that will include a telephone screen, professional panel interview, and Police and Fire Commission interview. The commission asked to add a brief meeting with the Mayor for the top candidates as well as a public meet and greet. Sigurslid will provide a final schedule at the May meeting.
 - e. Announcements
 - i. Next regular meeting is scheduled for May 13, 2015
4. Adjournment
Motion by Shellander, second by Jones to adjourn at 5:23 p.m.