

1. Agenda

Documents: [PFC_20150513_AG.PDF](#)

2. Complete Packet

Documents: [PFC_20150513_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
Wednesday, May 13, 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, May 13, 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 April 8, 2015 Meeting
- 3) Open Session
 - a) Public Appearances – Non-agenda items
 - b) Report from Police Department
 - i) Notice of Resignation
 - ii) Update on Police Officer recruitment
 - c) Report from Fire Department
 - i) Notice of Resignations
 - ii) Appointment of POC Firefighters
 - iii) Update on Fire Chief recruitment
 - d) Announcements
 - i) Next regular meeting scheduled for June 10, 2015
- 4) Adjournment

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.

May 4, 2015

Chief Thomas Blatter
City of Fitchburg Police Department
5520 Lacy Road
Fitchburg, Wisconsin, 53711

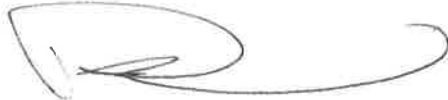
Dear Chief Blatter,

Please accept this letter as formal notification that I request to resign my position as Police Officer with the City of Fitchburg. I further request my last day be May 18, 2015. I have accepted the position of Chief Ranger, Bureau of Parks and Recreation, Wisconsin Department of Natural Resources.

I would like to thank you, Deputy Chief Bates, Lieutenant Stetzer, Lieutenant Brecklin, as well as the rest of the staff, for the distinct honor of serving as a police officer for the City of Fitchburg for the last eight and a half years. The training and experience, not to mention friendships, I have secured during my tenure have been truly priceless, without which I would not be in the position I am at this point in my career. This resignation is truly bitter sweet; I look forward to the next step in my career, but will miss working as a field training officer, firearms instructor and patrol officer with the City of Fitchburg.

Please let me know how I may assist in helping with the process. In addition, I will ensure to the best of my abilities that I will complete any outstanding duties prior to my last day. Thank you, again.

Very Respectfully,

A handwritten signature in black ink, appearing to read "Robert 'Chris' Madison". The signature is stylized with a large, sweeping initial "R" and a long horizontal stroke extending to the right.

Robert "Chris" Madison
Police Officer

Police & Fire Commission Update

Wednesday, May 13, 2015

Applications Received:	223	
Written Exams Administered:	139	(62%)
Passed Written Exam:	125	(90%)
Completed Supplemental:	81	(65%)
Invited to Panel Interview:	52	(63%)
Participated in Panel Interview:	45	(87%)

Chief's Interviews Scheduled for June 1 - 2, 2015



FIRE DEPARTMENT
 5791 Lacy Road Fitchburg, WI 53711
 Phone: (608) 278-2980 Fax: (608) 278-2985
 www.fitchburgwi.gov/fire



May 2015 Fire Department Report

(For Department Activity as of May 7, 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	0	11	-1
Intern Staff	9	3*	4	0	7	-2
Paid-on-Call Staff	50	26	9	2	35	-15
Paid-on-Premises Staff	10	7	6	0	13	+3
Support Staff	7	7	0	0	7	0
Total	88	54	19	2	73	-15

Active Leaves of Absence / Light Duty Assignments:

FF-POC Jason Gonzalez (Leave of Absence)

FF-POC Hunter Hill (Leave of Absence)

Personnel

Letters of resignation were received from:

- FF-POC Alex Payne, who has received a promotion at work and is no longer able to meet attendance requirements
- FF-POP Paul Bowers, who has successfully completed his academy with the Madison Fire Department
- FF-POC Allison Langer, who has successfully completed her academy with the Madison Fire Department

Recommendation for POC Membership:

- Brittany Biagioli
- Torrin Thatcher
- Steven Boyd
- Kacey Mackman

*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.

Significant Department Activities / Events / Training

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