

POLICE AND FIRE COMMISSION

June 8, 2021

A meeting of the Police and Fire Commission was called to order at 3:30 p.m. by Commission President Dave Poulton in the Closed Session Room at the Sturgeon Bay Municipal Building. **Roll Call:** Commissioner Poulton, Commissioner VanDyke, Commissioner Hurley, Commissioner Spritka and Commissioner Herdina were present. Also present from City Hall was Chief Henry, Captain Brinkman and Assistant Chief Montevideo.

Moved by Commissioner VanDyke, seconded by Commissioner Herdina to adopt the following agenda:

1. Call to Order
2. Roll Call
3. Adoption of Agenda
4. Approval of Minutes from April 7, 2021
5. Election of a Commission President
6. Consideration of: Rules and Regulations
7. Consideration of: Filling Open Administrative Position
8. Adjourn.

All ayes. Carried.

Approval of Minutes:

Moved by Commissioner Hurley, seconded by Commissioner Spritka to approve the minutes from the April 7, 2021 meeting. All ayes. Carried.

Election of Commission President

Wayne Spritka was nominated as Commission President. He accepted. *Move by Commisisoner Herdina, seconded by Commissioner Hurley to approve Wayne Spritka as Commission president. All ayes. Carried.*

Term: May 1, 2021 to May 1, 2022

Rules and Regulations

A decision to change the format the current rules and regulations was made. Village of Waunakee By-Laws and Rules of Procedure was suggested to use to base ours off of. Updates will be sent to the secretary and a draft version will be outlined for next meeting.

Police Department Administration Position Hiring

At the June 1, 2021 Common Council meeting approved restructuring of the Department, and creating an Assistant Chief of Police position. This was a result of a wage and compensation study completed by the City in 2019. The previous lieutenant position was not comparable to any other department, and the job responsibilities did not reflect that of other lieutenant positions. The new restructuring would eliminate the lieutenant position, keep the current captain position but revise job duties, and create an assistant chief position.

There was discussion on whether to keep the hiring process internal, or open it externally. The department has four candidates who meet the requirements and are eligible to apply.

Moved by Commissioner Herdina, seconded by Commissioner Poulton to keep the open administration hiring process internal. All ayes. Carried.

Also discussed was whether or not to hold separate interviews for both the Captain and Assistant Chief positions. Comments included:

- Hire the Assistant Chief position first; use that candidates input for the Captain hire if that position is still open.
- Having separate interviews might show different skill sets; then a decision can be made based upon who fits what position better.
- Only post the open Assistant Chief position; wait for second meeting to hire any subsequent position if needed.

Moved by Commissioner VanDyke, seconded by Commissioner Poulton to post the two Administrative positions internally, and conduct one series of interviews with the candidates that apply. All ayes. Carried.

Position discussion:

- Both the Assistant Chief and Captain role will be intertwined; they will each have specific responsibilities defined to their rank, but will know and be capable of doing the other's position.
- A promotion of the current Sergeant/Investigator will eliminate this position. An Investigator position would open, non-restricted to Sergeants only for hire as Patrol Officers will be eligible to apply per the new labor contract.
- A Sergeant eligibility is still in effect and used to fill any Sergeant role left vacant by promotion.

Process discussion:

- Suggestions on how to proceed with the interview process include:
 - candidates should submit a letter of application and resume but date specified on job posting
 - written test; if a valid one can be found
 - scenario presentation
 - essay questions
 - oral interview with questions in front of the PFC

Meeting wrap-up:

- Chief Henry will reach out to other agencies to ask about scenario's they may have used in promotional process; he will then develop a scenario
- The Committee will base questions off the Chief promotional process, which will be based off the appropriate job position being interviewed. Submit these questions to the recording secretary by June 15, 2021.
- A draft of questions will be completed, sent out via email and discussed at the Committee next meeting.

Next meeting: Tuesday, June 29, 2021 at 3pm.

Adjourn: *Moved by Commissioner Hurley, seconded by Commissioner Herdina to adjourn. All ayes. Carried. Time of 4:55 p.m.*

Respectfully submitted,

Sarah Spude-Olson
Office Manager