

City of Elkhorn Police and Fire Commission
MINUTES
July 26, 2005 – 6:30 PM
City Hall Lower Conference Room

Commission Members Present: Brad Wales, Dana Kelnhofer, Jim Henriott, Howard Sawyers.
Also Present: Police Chief Christensen and Fire Chief Smith.

1. Meeting called to order at 6:36 PM by President Brad Wales.
2. Roll call taken, Commission members listed above present.
3. There were no withdrawals noted from the agenda.
4. **Approval of Agenda:** Commissioner Sawyers made a motion to approve the Agenda of the July 26, 2005 meeting. Seconded by Commissioner Henriott. Motion carried.
5. **Approval of Minutes:** Commissioner Henriott made a motion to approve the minutes of the May 24, 2005 meeting. Seconded by Commissioner Kelnhofer. Motion carried.
6. There was no one from the public present for the comment period.

7. **ITEMS OF BUSINESS**

A. Police Department

1. Monthly Reports: Commissioner President Brad Wales asked how the overtime parking has affected the revenue. Chief Christensen advised that the revenue has been affected due to the Court House moving.
2. Eligibility List Update/ Testing Invitation: Chief Christensen advised the commissioners that the department had 106 applicants apply, four of which have withdrawn, leaving 102 for the written exam on July 30th, 2005. Make up test is on August 2nd, 2005 in the Lower Conference Room.
3. Written Examination for Candidates: Chief Christensen asked for approval by the commission to administer the **Police Officer Selection Test, (POST)**. Commissioner Sawyers asked how many tests are available through the State, he advised the Walworth County Sheriff's Dept. uses Wisconsin Personnel Partners, and if this test is based on the different skills used for the job, we should be getting the best candidate.

Commissioner Henriott inquired as to why the Chief would ask for permission to use a certain test if he feels the test is appropriate. Chief Christensen stated that it is beneficial for entire commission to be comfortable with the test that's going to be used. Commissioner Sawyers advised it is more of a tool in the hiring process if the commission is aware of what testing procedures are being used. Commissioner Kinghoffer made a motion to use the **POST** test for the candidates on July 30th, 2005, seconded by Commissioner Sawyers.

4. Interview Panel: Chief Christensen asked rather than use the 70% as a cut off for the interviews, the department takes the top thirty scores and

they will then have the first oral interview with three sworn members of the department. From there, the top ten will have an interview with administration. The final five candidates will be interviewed by the Police and Fire Commission. It was agreed that the final interview panel will consist of just Police and Fire members only. This was agreed upon by the commission.

5. Chief Christensen presented the policies on high speed pursuit, roadblocks and body armor. He stated nothing justifies putting the public in harms way. A slide show was presented by Chief Christensen highlighting the policy of each. Chief Christensen highlighted that the officer needs to realize what the initial reason for the pursuit is, there shouldn't be a "what if" game involved in the pursuit. Fleeing is not reason enough for justifying a pursuit. Commission Sawyers stated there is a new video that just came out on pursuit, he will try and get in touch with Mike Williams regarding the video.

There were no questions by the commission regarding the presentation of the policies by Chief Christensen.

Chief Christensen stated that in reference to the body armor, everyone from the department has signed up for the new armor.

B. FIRE DEPARTMENT

1. Monthly Reports: There were no questions regarding the monthly reports by the commission.
2. Personnel Update: Chief Smith requested the commission accept the resignation of Joseph Wittig, Bill Christensen and EMS member Brenda Strege.

Commissioner Kelnhofer made a motion to accept the retirement resignation of Joseph Wittig effective July 31, 2005, seconded by Commissioner Henriott. Commission expressed it should be on record that the Elkhorn Police and Fire Commission would like to thank Joseph Wittig for his 20 years with the Elkhorn Fire Department.

Commissioner Sawyers made a motion to accept the resignation of William Christensen, seconded by Commissioner Kelnhofer.

Commissioner Henriott made motion to accept the resignation of EMS member Brenda Strege, seconded by Commissioner Sawyers.

Chief Smith expressed his desire to fill the two positions with Travis Orzell and Jacob Skibba and place them on a two year probation period moving them from EMS to Firefighter/EMS. Commissioner Henriott made motion to move the EMT to probationary Firefighter/EMT, seconded by Commissioner Kelnhofer.

Chief Smith advised there are two divisions; one being an EMS and the other a Firefighter. Candidates are not required to perform both duties at this time, but the policy will be reviewed in 2006. Chief Smith advised there is approximately 340 hours of schooling for EMS. Commissioner Sawyers advised that hopefully the new candidate can finish one division

with its schooling and hopefully by the end of the two years probation, have the other schooling completed.

Chief Smith expressed Matt Wittigs desire to become and EMT. Commissioner Kelnhofer made motion to move Matt Wittig from Firefighter to Firefighter/EMT, seconded by Commissioner Sawyers.

C. POLICE AND FIRE COMMISSION POLICY

Commission looked over the sample policies, made reference to Whitefish Bays policy that was given to the City by the firm. Commission agreed to have something together by the next meeting.

The requirements in the policies they look over would have to change the wording to include the Fire Department.

Commission President Brad Wales would like Chief Christensen and Chief Smith to made a draft of the policy and think about other issues, maybe including a Secretary of the Commission.

Commissioner Henriott thought that maybe looking back at old requirements may help. Commissioner Kelnhofer expressed the need to expand our policy with different wording. Commissioner Sawyers stated he didn't believe there were any previous documents with a policy anywhere; he wasn't sure when the commission actually started.

D. POLICE AND FIRE COMMISSION SEMINAR

All members that attended felt the seminar was very beneficial. They all thought it was very informative. Commissioner Henriott thought the seminar gave him a different perspective on what the commission should be doing.

**Next meeting date and time of September 27th, 2005 at 6:30PM was agreed upon by
by the commission.**

Adjourn meeting: Commissioner Sawyers made motion to adjourn the meeting, seconded by Commissioner Henriott. Meeting adjourned at 7:50PM.

Minutes submitted by Theresa Boeger. Minutes are not final until approved by the Committee-