

**City of Elkhorn Police and Fire Commission**  
**MINUTES**  
**November 16, 2005 – 6:30 P.M.**  
**City Hall Lower Conference Room**

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**Commission Members Present:** Brad Wales, Jim Henriott, Dana Kelnhofer, Paul Martell, Howard Sawyers.

**Also Present:** Counsel Liaison Charles VanDyke.

- I. **Meeting called to order at 6:32 P.M. by President Brad Wales.**
- II. **Roll Call:** Commission members listed above were all present.
- III. **Withdrawal from Agenda:** There were no withdrawals from the agenda.
- IV. **Approval of Agenda:** Commissioner Kelnhofer made a motion to approve the agenda, seconded by Commissioner Henriott. Motion carried.
- V. **Approval of Minutes:** Commissioner Sawyers made a motion to accept the September 27<sup>th</sup>, 2005 minutes, seconded by Commissioner Martell. Motion carried.
- VI. **Public Comment Section:** There was no one from the public present at the meeting.
- VII. **ITEMS OF BUSINESS**

**A. Police Department**

1. **Monthly Reports:** Commissioner Kelnhofer inquired about the training program developed by Lieutenant Anzalone. Chief Christensen stated that the new program is a more formal type of program, offering more guidance for the officers and the program will also be utilized with the Community Service Officer position.

President Wales expressed gratitude towards the monthly e-mails he has been receiving from Lieutenant Anzalone. Commissioner Wales stated he has talked with other local business owners and they also agree, the e-mails are nice and beneficial. Chief Christensen explained the e-mail system briefly, stating that after a burglary in the industrial park, the department wanted to notify other businesses about what had occurred and see if anyone had any information about the incident. The e-mail system was developed to inform local businesses about crime prevention and offers a monthly tip regarding crime prevention.

2. Chief Christensen advised the commission that Daniel Croak started with the Elkhorn Police Department on October 20, 2005 and is being trained by Officer Person. The training seems to be going fine and if everything continues, Officer Croak should be able to be on his own January 1, 2006.

Chief Christensen advised the part-time position has been put on a hold for now, while the department concentrates on filling the vacant

Community Service Officer position. He advised the CSO position is needed on a daily basis, so the department will staff that position first and then the part-time officer position.

## **B. Fire Department**

1. Monthly reports: There were no questions fielded regarding the monthly reports by the commission.

Chief Smith handed out a memorandum regarding the list of retirements, resignations and terminations for the month. Commissioner Kelnhofer wanted to know how much was invested in the two from the fire department that were leaving. Chief Smith said really nothing, except turn out gear and that's about it. The department usually waits a year before investing anything more.

Commissioner Kelnhofer made a motion to accept the retirement of Mike Lange from the Fire Department, seconded by Commissioner Sawyers. Motion carried.

Commissioner Martell made a motion to accept the resignation of Dave Ratkowski from the Fire Department and Jayne Grady, Brenda Strege, Alissa Gillihan, Eli Thimmesch and Mike Trenkel from EMS, seconded by Commissioner Henriott. Motion carried.

Commissioner Henriott made a motion to accept the termination of Danny Krueger based on the recommendation by Fire Chief Smith, seconded by Commissioner Martell. Motion carried.

2. Commissioner Sawyers made a motion to adjourn into closed session per S.S 19.85(1)(a) "considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Seconded by Commissioner Kelnhofer. Motion carried.

Roll call vote taken: Kelnhofer/yes, Wales/yes, Henriott/yes, Martell/yes, Sawyers/yes. Meeting adjourned into closed session at 6:46 P.M.

3. Commission Sawyers made motion to reconvene into open session, seconded by Commissioner Kelnhofer. Meeting reconvened into open session at 8:30 P.M.
4. Commissioner Kelnhofer made motion to certify the EMS/Fire eligibility list presented with the exception of Carly Behrens who failed to show up for her interview and Brandi Wall who had called previously to cancel her interview. Seconded by Commissioner Martell. Motion carried.

Roll call vote: Wales/yes, Henriott/yes, Martell/yes, Sawyers/yes, Kelnhofer/yes.

**Meeting time and date were set for January 25, 2006 at 6:30 P.M.**

VIII. **Adjournment:** Commissioner Martell made motion to adjourn the meeting, seconded by Commissioner Sawyers. Motion carried. Meeting was adjourned at 8:33 P.M.

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