

City of Elkhorn Police and Fire Commission
MINUTES
March 22, 2006 - 6:30 P.M.
City Hall Lower Conference Room

Commission Members Present: Brad Wales, Dana Kelnhofer, Howard Sawyers, Paul Martell.
Commission Members Absent: James Henriott.

- I. **Meeting called to order at 6:37 P.M. by President 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:** Motion (Sawyers/Kelnhofer) to approve the March 22, 2006 agenda. Motion carried by the majority present.
- V. **Approval of Minutes:** Motion (Kelnhofer/Sawyers) to approve the January 25, 2006 minutes. Motion carried by the majority present.
- VI. **Public Comment:** There was no one from the public present.
- VII. **ITEMS OF BUSINESS**

A. Police Department

1. Monthly Reports: There were no questions fielded by the Commissioners.
2. Personnel Update:

- a. **Part-time Officer:** Chief Christensen informed the commission that Scott Annen is the candidate for the part-time position, however he is currently employed by Hebron and his Wisconsin certification has lapsed. Scott is working on getting certified. He could go back for contingency training which is 120 hours or he could test out. Chief Christensen expressed that Scott Annen is still very interested in the position and he's trying to find out if he can test out at a site offered by the State.

Commissioner Martell inquired if the commission should set a date to have the candidate have this testing completed in a reasonable time. Chief Christensen stated he did not want to limit himself as the testing dates are not determined by the City. Commissioner Martell asked how long the Police Department could go without the position being filled. Chief Christensen advised the department had been operating without the position since the resignation of Jackie Johnston and the additional hours were being provided to the other Reserve Officer.

- b. **Probationary Status:** Chief Christensen wished to formally recognize Lieutenant Jon Anzalone and Police School Liaison Officer Joseph Kirkpatrick, for successfully completing their one year probationary period, effective February 20, 2006. Chief Christensen advised that when Lieutenant Anzalone's position was created there was some restructuring done, creating a three tier administration level

with a Chief, Captain and Lieutenant. Chief Christensen was removed from the day to day operations and Lieutenant Anzalone was promoted to Lieutenant of Field Services, where he supervises the department's entire field operations, including supervising the second and third shift Sergeants which has resulted in a better flow of communication from management to employees and vice versa. Chief Christensen expressed that Lieutenant Anzalone has brought a lot to the department including his enthusiasm.

Lieutenant Anzalone wished to thank the Commission for the recognition and with providing him the opportunity to take on the position. Lieutenant Anzalone stated the position continues to be a learning experience and he is excited for what's to come in the future. President Wales expressed his gratitude to Lieutenant Anzalone and feels the department in a whole is a better place with the new administration.

Motion (Sawyers/Kelnhofer) to approve and recognize Lieutenant Anzalone for the completion of his probationary period. Motion carried by majority present. The Commission also thanked him for his continued hard work.

Chief Christensen informed the Commission that School Liaison Officer Joseph Kirkpatrick moved into the position that was previously held by Lieutenant Anzalone. School Liaison Officer Kirkpatrick had some previous experience prior to his appointment. Chief Christensen advised the Commissioners that Liaison Officer Kirkpatrick has worked under two different assistant principals and now handles all juvenile matters for the department.

Liaison Officer Kirkpatrick expressed to the Commission that he was fortunate to have Lieutenant Anzalone in the transitional period and he wished to thank Lieutenant Anzalone for all he has done for the school liaison program. School Liaison Officer Kirkpatrick advised he enjoys working with the children and finds it fulfilling.

President Wales asked if School Liaison Officer Kirkpatrick deals mostly with the same group of kids in the school atmosphere. Liaison Officer Kirkpatrick advised there are repeat offenders, but there is always something new. Liaison Officer Kirkpatrick is working on balancing what is more important in the school.

Commissioner Martell informed everyone that the school enrollment has grown tremendously and Liaison Officer Kirkpatrick has been forced to do not only his police duties, but also school administrative work. Commissioner Sawyers questioned with the enrollment growing, are we looking at possibly hiring another liaison officer? Chief Christensen stated he did not believe so with the school district and police department's budget constraints.

The question was asked to Liaison Officer Kirkpatrick about open enrollment. Commissioner Martell advised that students can be denied acceptance if it is an expulsion issue, but there are other factors the school district takes into consideration.

Motion (Sawyers/Wales) made to approve and recognize Liaison Officer Kirkpatrick in completing his one year probationary status and wished him continued success. Motion carried by the majority present.

Lieutenant Anzalone fielded any questions the Commission might have regarding the services the police department officers the community. President Wales commented again on the e-mails put out by Lieutenant Anzalone. The Commission was informed that the police department is finishing up on the business assessments and has received positive feedback.

Chief Christensen advised the Commission that the City of Elkhorn now has an official website, www.cityofelkhorn.org and encouraged the commission to look it over.

B. Fire Department

1. Monthly Reports: There were no questions fielded by the Commission.
2. Set and confirm date and time for interviews: Chief Smith advised the Commission that they needed to set a date and time for EMS interviews. Six people have applied. Chief Smith believed the earliest the Commission can set a date and time would be better and was hoping the candidate would be in place by April 12, 2006, effective on April 10, 2006 at their monthly meeting. The Commission agreed to set the interview date on April 5, 2006 at 6:30 P.M. in the lower conference room at City Hall. Interviews will be fifteen minute intervals. Questions that the Commission wishes to ask should be forwarded to Chief Smith who will give them to Chris Ebert.

Motion (Sawyers/Martell) made to hold a special meeting on April 5, 2006 at 6:30 P.M. for the purpose of EMS interviews. Motion was carried by majority present.

C. Policy and Procedures

Chief Christensen expressed that the corrections have been made up to the promotion selection. He stated that he felt the Police Department and Fire Department should have separate selection policies. Chief Christensen asked the commission if they wished to leave the current selection stages the police department has in effect, which is to test and have two prior internal interviews before being interviewed by the Commission. President Wales agreed that the selection process is fine and seems to work well. Chief Christensen believed the discipline stages could be the same for both the police and fire department.

Further discussion will follow at the May meeting.

Commission set and confirmed next meeting for May 24, 2006 at 6:30 P.M.

VIII. Adjournment

Motion (Martell/Kelnhofer) made to adjourn the meeting. Meeting adjourned at 7:26 P.M.