

City of Elkhorn Police and Fire Commission

MINUTES

July 25, 2007 @ 6:00 P.M.

City Hall Lower Conference Room

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

- I. **Meeting called to order at 6:00 P.M. by President Brad Wales.**
- II. **Roll Call:** Commission members listed above were present at time of roll call.
- III. **Withdrawals from Agenda:** There were no withdrawals from the agenda.
- IV. **Approval of Agenda:** Motion (Henriott/Kelnhofer) to approve the agenda. Motion carried by majority present.
- V. **Approval of Minutes:** Motion (Sawyers/Henriott) to approve the March 28, 2007 minutes. Motion carried by majority present.
- VI. **Public Comment:** There was no one from the public present at the meeting.
- VII. **Items of Business**
 - A. Election of Officers
 1. Motion (Martell/Kelnhofer) to nominated Brad Wales as President of the Elkhorn Police and Fire Commission. Motion (Henriott/Kelnhofer) to close nominations and cast a unanimous ballot for Brad Wales as President. Motion carried by majority present.
 2. Motion (Kelnhofer/Henriott) to nominate Paul Martell as Vice-President of the Elkhorn Police and Fire Commission. Motion (Henriott/Kelnhofer) to close nominations and cast a unanimous ballot for Paul Martell as Vice-President. Motion carried by majority present.
 3. Motion (Kelnhofer/Martell) to nominate Howard Sawyers as Secretary of the Elkhorn Police and Fire Commission. Motion (Henriott/Kelnhofer) to close nominations and cast a unanimous ballot for Howard Sawyers at Secretary. Motion carried by majority present.

B. Police Department

There were no specific questions regarding the monthly reports by the Commission. President Wales asked if there was anything that the Chief wanted to add, since it's been a while since the last meeting. Chief Christensen stated that the building project is moving forward and the location of the new police department will be in Tasch Park. The City has sent out requests to 9 architectural/engineering firms which are due back by August 9, 2007. Chief Christensen also advised that the Elkhorn Municipal Court will also be moving with the police department.

Chief Christensen informed the Commission that the police department is getting ready for the 158th Walworth County Fair by hiring additional staff for traffic control. Chief Christensen saw down with the fair board and everything appears to be ready for the fair.

The Commission was updated as far as the Community Service Officer (CSO) position. The Chief advised that the current CSO already have or will be leaving. Joshua Adams has left the department as of July 13, 2007 to pursue his career in Law Enforcement with three part-time positions with other agencies. Margaret Colson will be leaving August 10, 2007 to pursue a different career. Chief Christensen anticipated filling the position by the end of October, beginning of November.

Chief Christensen advised he was able to sit down with the new High School principal and the meeting went very well, the new principal is excited about the upcoming school year.

Part-time Officer Debra Steger is currently undergoing a background investigation for employment with the Milwaukee Police Department. She is still in the FTO phase of training with our department.

C. Fire Department

1. There were no questions by the Commission regarding monthly reports. Chief Smith advised the Commission that the Fire/Rescue Department has been very busy this summer. They have been averaging at least one engine response a day. He stated that last year the department had 35 structure fires and this year the department has already handled 35 structure fires in the first six months.

Chief Smith also advised the department has been busy with fire training at Gilbert Court apartments. This training will help assist the residents in the event a fire may occur.

2. Motion (Sawyers/Kelnhofer) to adjourn into closed session pursuant to Wisconsin State Statutes 19.85(1)(c), for the purpose of interviewing applicants for the position of Firefighter/EMT.

Commission adjourned at 6:13 P.M. into closed session.

3. Motion (Sawyers/Kelnhofer) to reconvene into open session to certify an eligibility list.

Commission reconvened into open session at 8:02 P.M.

Motion (Sawyers/Kelnhofer) to certify an eligibility list consisting of LaVelle Ronning, Theresa Maldonado, Alan Gorecki, Jacob Holtz, David Wollert, Michael Lauderdale and Christine Davison, for the positions of Firefighter/EMT, pending background and physicals. Motion also included the candidates to be on a 2 year probation status.

Set and confirm next meeting date – September 25, 2007 at 6:30 P.M.

- VIII. **Adjourn Meeting:** Motion (Kelnhofer/Sawyers) to adjourn meeting. Motion carried by majority present. Meeting was adjourned at 8:10 P.M.