

City of Elkhorn Police and Fire Commission
MINUTES
November 27, 2007 – 5:30 P.M.
City Hall – Municipal Court Room Upstairs

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

- I. **Meeting called to order at 6:31 P.M. by President Brad Wales**
- II. **Roll Call:** Commission members listed above, Wales, Sawyers and Kelnhofer were present.
- III. **Withdrawals from Agenda:** There were no withdrawals from the agenda.
- IV. **Approval of Agenda:** Motion (Kelnhofer/Sawyers) to approve the November 27, 2007 agenda. Motion carried by majority present.
- V. **Approval of Minutes:** Motion (Sawyers/Kelnhofer) to approve the July 25th, 2007 minutes. Motion carried by majority present.
- VI. **Public Comment:** There was no one from the public present for the meeting.
- VII. **Items of Business**

A. Police Department

1. **Monthly Reports:** Commissioner Sawyers asked about the part-time position. Chief Christensen advised that position was filled by Debra Steger back in April. Chief advised that for the next meeting, the commission will need to go into closed session to discuss the Reserve Officer position. Chief Christensen advised the eligibility list is still current until January 24, 2008 and there are two other potential candidates for the position.

Commission Sawyers asked about the CSO position. Chief Christensen said those two positions are non-sworn positions and will go through the City Hall process for hiring.

President Wales asked for an update on the burglaries from the month of September. Chief Christensen advised the evidence that was recovered was submitted to the crime lab for analysis. There is no estimated time frame from the lab for the DNA.

Commission Sawyers inquired about Officer Dan Croak's status. Chief Christensen informed the Commission that Officer Croak was off probation October of 2006. Commissioner Sawyers asked if there were any other personnel changes occurring in 2008. Chief Christensen advised that no one was looking at retiring in 2008.

B. Fire Department

1. Monthly Reports. Commissioner Sawyers advised it appeared as though the calls were down for the month. Chief Smith said it's possible, but the department as a whole is still way up for the year, with 320 calls so far.
2. Motion (Kelnhofer/Sawyers) to adjourn into Closed Session, per S.S. 19.85(1)(c) Specifically interview applicants for EMS/Fire, Fire Lieutenant, Fire Captain and EMS Lieutenant. Motion carried by majority present.

Meeting adjourned at 6:40 P.M.

3. Motion (Sawyers/Kelnhofer) to reconvene into Open Session. Motion carried by majority present.
4. Motion (Kelnhofer/Sawyers) to certify eligibility list pending a two year probationary period for:

Kimberly Dana – EMS
Joshua Smith – Fire/EMS

Motion (Kelnhofer/Sawyers) to certify eligibility list and appoint in order by Chief Smith's discretion, with a one year probationary period for:

Andy Etzel – Fire Lieutenant
Shane Hansen – Fire Lieutenant
Tim Wald – Fire Lieutenant

Motion (Kelnhofer/Sawyers) to certify an eligibility list and appoint in order by Chief Smith's discretion, with a one year probationary period for:

Travis Orzel – EMS Lieutenant
Jacob Skibba – EMS Lieutenant
Kim Shaffner – EMS Lieutenant

Motion (Kelnhofer/Sawyers) to certify an eligibility list and appoint in order by Chief Smith's discretion, with a one year probationary period for:

Mike Ossi – Fire Captain
Steven Richard – Fire Captain

**** Motion carried by majority present for all above ****

Motion (Kelnhofer/Wales) to appoint Steve Flasch as Assistant Fire Chief and Llyssia Lundgren as Assistant Chief for the EMS Division. Motion carried by majority present.

Motion (Sawyers/Kelnhofer) to approve the retiring of Carl Hugg, Robert Schultz and Patrick Murphy. Motion carried by majority present.

**** Set and confirm next meeting date: January 22, 2008 at 6:30 P.M. ****

VIII. **Adjournment:** Motion (Sawyers/Kelnhofer) to adjourn the meeting. Motion carried by majority present. Meeting was adjourned at 8:25 P.M.

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