

City of Elkhorn Police and Fire Commission
Minutes of Wednesday, November 12, 2008 @ 6:00 PM
City Hall Lower Conference Room

- I. **Call to Order:** Meeting was called to order at 6:05 P.M. by President Brad Wales.
- II. **Roll Call:** Commission members present: Sawyers, Wales, Kelnhofer, Bray and Martell. Also present: Fire Chief Smith and Police Chief Christensen.
- III. **Withdrawals from Agenda:** There were no withdrawals from the agenda.
- IV. **Approval of Agenda:** Motion (Kelnhofer/Sawyers) to approve the agenda. Motion carried by majority present.
- V. **Approval of Minutes:** Motion (Bray/Wales) to approve the 09-24-08 minutes. Motion carried by majority present.
- VI. **Public Comment:** There was no one present from the general public.
- VII. **Items of Business:**
 - A. **Fire Department**
 - **Monthly Reports**

Chief Smith wanted to clarify what was presented to the Commission at the September 24, 2008 meeting by Assistant Chief Flasch. Chief Smith advised the Commission that currently there are 55 total members (33 for Fire and 22 for EMS) instead of the previously stated number of 45-50 members. This number is down from previous years and it also reflects the current personnel update that will be approved tonight by the Commission.
 - **Personnel Update**

Commissioner Sawyers asked if there were any probations that needed to be approved by the Commission. Chief Smith advised that four candidates from the last group were not going to make probation. Chief Smith is going to look at the option of possibly having a paid on premise type position.

Chief Smith is possibly looking at creating a firefighter inspector position that would be staffed during the day at the station. There are currently 3-4 active people during the day for calls. There are no members during the day for the Chief to delegate assignments to.

Chief Smith informed the Commission that the State is increasing the hours needed for firefighter 1, from 96 hours to 120 hours, so that creates a lot more weekends for these members. Currently Chief Smith has 8 applicants, 4 for each position, firefighter and EMS. Chief Smith advised that some of the applicants don't actually live in the Elkhorn are, which is a requirement. Commissioner Bray asked why are people applying at Elkhorn when they don't

live in the immediate area? Chief Smith advised that Elkhorn is a paid on call department and this attracts them.

Motion (Sawyers/Bray) to accept the termination of non-active members Mark Bradley and Courtney Waller. Motion carried by majority present.

Motion (Bray/Kelnhofer) to accept the retirements of Scott Fleming, Stan Jensen and Chet Wilson. Motion carried by majority present.

Motion (Bray/Kelnhofer) to accept the resignations of Josh Smith and Mark Wingate. Motion carried by majority present.

- Select Interview Dates

The Commission selected December 10th at 6:00 P.M. as the interview date/time for the Fire Department. Chief Smith informed the Commission he will be scheduling the interviews every 10 minutes. The location of the interviews will be in the lower conference room at City Hall.

Chief Smith also expressed to the Commission that if they have any questions they would like asked during the interview process to get those questions to him as soon as possible.

B. Police Department

- Monthly Reports

Chief Christensen informed the Commission there wasn't anything special to pay attention to this month. Commissioner Bray inquired about the road construction and if there has been increase of problems. Chief Christensen advised that there have been no real problems with the N. Church St. construction or the N. Wisconsin St. construction. Chief Christensen informed the Commission that four-way stop has been temporarily created at N. Lincoln St. and E. First Ave. That four-way stop should be in place until at least the fall of 2009. There was some question regarding the City possibly making that a permanent four-way stop. Chief Christensen informed the Commission that a study was done last year and the average speed on N. Lincoln St. at that location was 26 miles per hour, so Chief Christensen could not see that location having a permanent four-way stop. He also expressed some concern that the four-way stop isn't functioning all that well at certain times of the day. There seems to be a back up when it is not necessary.

Commissioner Martell asked exactly what type of construction is being done on N. Wisconsin St. Chief Christensen advised they were replacing the sewer and overhauling the utilities on the road.

- Patrolman Selection Process

Chief Christensen advised the Commission that the application process has begun for a full time patrol position. There are about 26 applicants already and he anticipates between 70-100 applicants by time the deadline approaches. This year the department advertised in the Shopper, Wilenet and all the local Technical Colleges and those universities that specialize in a

criminal justice program. A time line for hiring was provided to the Commissioners.

Chief Christensen informed the Commission that this year he will be using the IO Solutions test for the written exam for patrol officer. IO Solutions is a company out of Illinois and the test focuses on problem solving/orientation, and it deals with community policing.

The passing score again this year will be 70%. Once the candidate passes the written exam, there will be an oral interview with administration and then the top ten from that interview will advance to the interviews with Police and Fire Commission.

Commissioner Sawyers asked if this was a different test from the Reserve Officer Position. Chief Christensen advised it was. IO Solutions was last used about 3 years ago.

Chief Christensen advised that he has scheduled interviews for the January 28th meeting. Chief Christensen said that he will be scheduling the candidates about one half hour apart as he has done in the past.

The next meeting will be held January 28th, 2009 in the lower conference room and will begin at 4:00 P.M. There will be at least ten applicants for the patrolman position being interviewed.

- VIII. **Adjournment:** Motion (Martell/Bray) to adjourn the meeting. Motion carried by majority present. Meeting was adjourned at 6:35 P.M.

Howard Sawyers
Secretary