

City of Elkhorn Police and Fire Commission  
Minutes of Tuesday, March 25, 2008 @ 5:30 P.M.  
City Hall Lower Conference Room

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

**Commission Members Absent:** James Henriott

- I. **Call to Order:** Meeting called to order at 6:35 P.M. by President Brad Wales.
- II. **Roll Call:** Commission members listed above, Wales, Martell, Kelnhofer and Sawyers were present.
- III. **Withdrawals from Agenda:** There were no withdrawals from the agenda.
- IV. **Approval of Agenda:** Motion (Martell/Kelnhofer) to approve the agenda. Motion carried by majority present.
- V. **Approval of Minutes:** There were a couple corrections on the minutes. In the section for public comment, it should state no one was present for public comment and the date for the next meeting should read March 25, 2008. Motion (Kelnhofer/Wales) to approve the January minutes with the corrections made. Motion carried by majority present.
- VI. **Public Comment:** There was no one present from the public.
- VII. **Items of Business**
  - A. Set and confirm the next meeting date for **May 28, 2008 @ 6:30 P.M.**

**B. Fire Department**

Monthly Reports: Chief Smith advised it was a slow month. Commissioner Wales inquired if participation was improving. Chief Smith said it was. The Chief also sent out about 6 letters to members advising them to contact the Chief in response to their status on the department. Chief Smith said he has received three back stating the members wished to retire and there were three that he hasn't heard from yet.

Commissioner Martell asked about the fire drills in the schools. Chief Smith advised there is suppose to be monthly drills in the schools. Commissioner Martell felt that was not being done. Commissioner Martell said there have been three so far this year at the high school, but he is more concerned about the lower level grades. He stated that the older kids generally know what to do, but would hope the lower level grades are following the protocol for the fire drills. He also expressed that the drills have always been at the same time, which isn't the best practice.

**C. Police Department**

Monthly Reports: Commissioner Martell noticed that there was a lot of training this month for the department.

Commissioner Sawyers asked about the alternate side parking, if it was still in effect for the winter storm on March 21, 2008. Chief Christensen advised him and the Commission that the alternate side parking runs from December 1, to April 1.

Commissioner Wales asked the Chief if the problem with the recent time change and the closing of the bars had been rectified. Chief Christensen said he spoke with the bar owners that attended the recent license renewal meeting regarding the confusion with the bar closing hours during daylight savings time. Chief Christensen said the problem was due to the ordinance which re-iterated sections of the statutes that were subsequently amended and the ordinance was never modified to reflect the changes to the statutes. Chief Christensen advised the matter is going before the Legislative & Regulatory Committee on March 27<sup>th</sup> with a recommendation to revise the ordinance so that it only references the sections of the statutes which should prevent any future problems should changes be made to the statutes.

- D.** Motion (Kelnhofer/Sawyers) to adjourn into Closed Session per S.S. 19.85(1) (c) “considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.” primarily interview for Fire and EMS. Motion carried by majority present.

Commission adjourned into Closed Session at 5:47 P.M.

- E.** Motion (Kelnhofer/Sawyers) to reconvene into open session. The Commission reconvened into Open Session at 6:45 P.M. Motion carried by majority present.

Motion (Kelnhofer/Martell) to certify the eligibility list for the following positions, pending background investigation and a 2 year probation period. Motion carried by majority present.

Firefighter

Courtney Waller  
Mark Wingate  
Mark Bradley

EMS

Jessica Radloff  
Grant Gunyon  
David Fladten

- F.** Motion (Sawyers/Martell) to adjourn into Closed Session per S.S. 19.85(1) (c) “considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.” primarily interviewing candidates for Reserve Patrol Officer. Motion carried by majority present.

Commission adjourned into Closed Session at 6:47 P.M.

- G.** Motion (Sawyers/Martell) to reconvene into Open Session. Motion carried by majority present.

Commission reconvened into Open Session at 9:03 P.M.

Motion (Kelnhofer/Sawyers) to certify the list of candidates for part-time Reserve Officer Position and to appoint per the Chief's discretion. Motion carried by majority present.

List of certified candidates

Cole Sargent

Jon Jagielski

Andrew Hotter

Shaun Shambeau

Brian Cieszynski

Ryan Alderman

**H.** Adjournment

Motion (Kelnhofer/Martell) to adjourn the meeting. Motion carried by majority present.

Police and Fire Commission meeting adjourned at 9:05 P.M.

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Howard Sawyers  
Secretary