

City of Elkhorn Police and Fire Commission  
Minutes of Wednesday, January 28, 2009 @ 4:15 P.M.  
City Hall Lower Conference Room

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- I. **Call to Order:** Meeting was called to order at 6:05 P.M. by President Brad Wales.
- II. **Roll Call:** Commission members present: Wales, Kelnhofer, Sawyers and Lee.  
Also Present: Police Chief Joel Christensen
- III. **Withdrawals from Agenda:** There were no withdrawals from the agenda.
- IV. **Approval of Agenda:** Motion (Sawyers/Kelnhofer) to approve the agenda. Motion carried by majority present
- V. **Approval of Minutes:** Motion (Kelnhofer/Sawyers) to approve the 12-18-08 minutes. Motion carried by majority present.
- VI. **Public Comment:** There was no one present from the general public.
- VII. **Items of Business:**

- A. **Police Department**

- 1. Monthly Reports

Chief Christensen notified the Commissioners of the selection process for the Patrolman position. He advised that there were 120 total applicants. 108 of them were invited to take the written exam, with only 73 showing up on December 13<sup>th</sup>. There were 63 that passed the exam and they were then subsequently invited to the first oral interviews. The interview panel consisted of Chief Christensen, Capt. Slattery and Lt. Anzalone. From that oral interview, the top 10 candidates were selected and brought before the Commission tonight.

The department will be having an in-service on 01-29-09 and the updated policies of Internal Investigations, Search and Seizure and Alarm Policy will be reviewed.

The department also participated in the Booze and Belts enforcement in December.

The department is also getting ready for the parking changes that are to be enforced this coming year.

- 2. Police Sergeant

Chief Christensen informed the Commission that Sergeant Jennifer Schmidt accepted a conditional offer of employment with the Walworth County Sheriff's Department. Chief Christensen advised that this was a good career move for Sergeant Schmidt and with the upcoming eligibility list that will be created it is good timing for the department.

The Commission looked over the job description for the Police Sergeant. The Chief would like to approve the job description so that the Chief can forward the job description to Council for approval.

Motion (Kelnhofer/Lee) to accept the Police Sergeant job description as written. Motion carried by majority present.

Chief Christensen then informed the Commission that the current promotion policy that will be used was last updated in 2002. It dictates that the posting for the position needs to be posted internally for 10 days and if after that time no one signs up, the department can then advertise outside the department to fill position.

The next step would be a written exam, outside oral interview panel, which would consist of citizens from the community and/or members from a different department with a rank of Sergeant or above and then an internal interview. Commissioner Sawyers asked that if only one person from the department signs up, what is the next step? Chief Christensen advised that if only one employee signs up internally, then the process would change slightly, there would be no written exam or outside interview panel, however the candidate would still be brought before the Commission.

Chief Christensen said that the interviews tonight are actually for the vacancy created by Officer Nigbor anticipated retirement on April 30<sup>th</sup>. Further, after Council approval for a Sergeant's position, there could be another hire from the eligibility list for another full-time position if there is an internal hire for Sergeant, otherwise the department would have to look outside the department to fill that position.

President Wales asked if there were any changes to the promotion policy at all. Chief Christensen advised he didn't foresee any changes.

Motion (Sawyers/Lee) to approve the current promotion policy for the department.

3. Motion (Sawyers/Kelnhofer) to adjourn into Closed Session per S.S. 19.85)1)(c) "considering employment, promotion, compensation or performance evaluation of data of any public employee over which the governmental body has jurisdiction or exercises responsibility". Specifically, interview candidates to establish and eligibility/hiring list for the Patrolman position.
4. Motion (Sawyers/Kelnhofer) to reconvene into Open Session. Motion carried by majority present. Commission went into Open Session at 7:40 P.M.
5. Motion ( Lee/Kelnhofer) to certify an eligibility list for Patrolman. The eligibility list consists of; Michael Bennett, Alvin Brandl, Brendan Calvert, John Kirsch, Eric Ramthun, Robert Rayfield, Edgar Resendez, David Schmid and Timothy Schafer,

**IX: Adjournment:** The Commission set the next meeting date of March 25<sup>th</sup>, 2009 at 6:00 PM. They also agreed that if need be, a meeting may be called on March 6<sup>th</sup> for the Sergeant's position.

Motion (Lee/Kelnhofer) to adjourn the meeting. Motion carried by majority present. Meeting adjourned at 7:50 P.M.

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Howard Sawyers  
Secretary