

City of Elkhorn Police & Fire Commission
Minutes of Wednesday May 27, 2009 @ 6:00 P.M.
City Hall Lower Conference Room

- I. **Call to Order:** Meeting was called to order at 6:14 P.M. by Brad Wales.
- II. **Roll Call:** Present: Commissioners, Wales, Bray and Sawyers. Lee showed up after roll call. Also present: Council Liaison Rep. Kim Dehaan, Fire Chief Smith and Asst. Fire Chief Flasch.
- III. **Withdrawal from Agenda:** There were no withdrawals from the agenda.
- IV. **Approval of Agenda:** Motion (Sawyers/Bray) to approve the agenda. Motion carried by majority present.
- V. **Approval of Minutes:** Motion (Bray/Sawyers) to approve the 03-25-09 minutes. Motion carried by majority present.
- VI. **Public Comment:** There was no one from the general public present at the meeting.
- VII. **Items of Business:**

Election of Officers

1. **President:** Sawyers nominated Wales for President.
2nd motion for nomination: Bray
Moved to close nomination: Bray
2nd motion to close nominations: Sawyers
Motion carried. Brad Wales elected President.
2. **Vice President:** Bray nominated Kelnhofer for Vice-President.
Sawyers nominated Lee for Vice-President.
Bray withdrew Kelnhofer nomination.
2nd motion for nomination of Lee: Bray
Moved to close nomination: Bray
2nd motion to close nominations: Sawyers
Motion carried. Tom Lee elected Vice-President
3. **Secretary:** Bray nominated Sawyers for Secretary.
2nd motion for nomination: Wales
Moved to close nominations: Lee
2nd motion to close nominations: Bray
Motion carried. Howard Sawyers elected Secretary.

Fire Department

1. **Monthly Reports:** Commissioner Wales inquired if everything was going well at the Fire Department with personnel. Chief Smith advised the membership is still down, it is hard to get applicants. Chief Smith informed the Commission there are currently 36 members and he would like the membership to be at 46. Commissioner Bray asked about what percentage on the department are crossed trained. Chief Smith said that 14 members are currently crossed trained. Applicants are not required to apply for both Fire and Rescue Squad. The Department lets the applicant/employee decided after a year if they wish to be crossed trained.

Commissioner Sawyers asked if running a clinic or a citizen's academy would help with recruitment. Chief Smith said that they have researched that option before and that it requires commitment by employees to run such an event and at this time he doesn't believe the commitment is there for that type of event. The Chief agrees that the citizen's academy or clinic would be a great idea.

Commissioner Wales stated that he feels the schooling that is required by the State scares the applicants away. Assistant Chief Flasch agreed and said that there are several families that have both parents working, with the two nights of school a week and Monday night meetings, it is difficult for people to commit and become involved in the department.

Chief Smith said there is 120 hours of school with 24-hours of hazmat training so it's about 20 weeks of schooling, Commissioner Sawyers agreed it was a huge commitment by the individual.

Alderman Dehaan asked where the classes are held for the schooling, Chief Smith said that Gateway offers classes at their campus training facility and at area departments.

2. Motion (Bray/Sawyers) to convene 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 for the EMS/Firefighter position.

Motion carried by majority present. Commission entered into Closed Session at 6:20 P.M.

4. Motion (Lee/Bray) to reconvene into Open Session. Motion carried by majority present. Commission entered into Open Session at 7:12 P.M.

5. Motion (Sawyers/Lee) to certify the Firefighter/EMS candidate list to include; Edward Bogard, Eric Culp and Mark Menzynski.

Motion (Sawyers/Lee) that if verification can be made that Jason Bogard meets the educational requirements, the commission would then certify him as a candidate.

Police Department

1. **Monthly Reports:** Chief Christensen informed the Commission that the building project for the new police department is still going through. The City is in its final stages of getting the inter-governmental agreement approved and working with an architect. A tentative time line right now will be, bids will go out in September and those bids will have to be returned by November and then hopefully a 4-5 month construction period, so maybe by spring of 2010 the department will be in the building.

Personnel Update: Chief Christensen advised the Commission that the department has been busy since the department is currently under staffed, but that should change by the fall.

Full Time: The department has hired Alvin Brandl. Officer Brandl is going through orientation at this time and will start his Police Training Officer training with Officer Person next week. There is one more full-time opening and Capt. Slattery has already begun the background investigation on David Schmidt and there are no problems anticipated for the candidate.

Reserve Officer: Officer Jon Jagielski is still currently employed with our department, however Chief Christensen informed the Commission that Officer Jagielski is in the final stages of the hiring process with Waukesha County and it may be a matter of time before Officer Jagielski leaves for full-time employment.

Community Service Officer (CSO): Robert Rayfield has graduated from UW-Parkside this May and will be entering the Police Academy at Waukesha County Technical College on 05-28-09. He may be able to fill the reserve officer's position when he has completed the academy.

Commissioner Lee asked who would be filling the CSO duties in the absence of Rayfield. Chief Christensen advised that the department's other CSO, Kim Jackson, would be filling in on the morning shift and the Department would be without the service of another CSO. Chief Christensen advised that the Department may possibly run an ad for CSO this summer. Commissioner Sawyers inquired as to the pay for a CSO. Chief Christensen stated the starting pay is \$9.50 and they max out at \$10.00.

Sergeant: Matthew Malvitz has assumed the Sergeant's position and is doing well.

Detective: Matthew Termaat comes before the Commission tonight for the Detective's position, as the Council authorized staffing the vacancy.

School Crossing Guard: Chief Christensen informed the Commission that Robert Hutton will be retiring at the end of the current school year.

Commissioner Wales confirmed that the underage alcohol enforcement that happened in early May resulted in zero tickets being issued in the City of Elkhorn, so that was promising. Chief Christensen stated so far everything was going okay.

Commissioner Bray asked if the thefts from motor vehicles have decreased. Chief Christensen advised that the Department has seen a decrease the past couple weeks. Commissioner Bray asked if most the thefts are from locked or unlocked vehicles. Chief Christensen advised the majority of the vehicles are unlocked.

2. Motion (Bray/Lee) 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 for the Detective position.

Motion carried by majority present. Commission entered into Closed Session at 7:36 P.M.

3. Motion (Sawyers/Lee) to reconvene into Open Session. Motion carried by majority present. Commission entered back into Open Session at 8:15 P.M.

4. Motion (Bray/Lee) to approve the appointment of Matthew Termaat as Detective for the City of Elkhorn Police Department.

VIII. **Set and confirm next meeting date:** Commissioner Wales asked if a meeting in July would be necessary? Chief Christensen does not anticipate anything that the Commission would have to meet for. It was discussed that the Fire Department may have applications again and since the school begins in September there may be a meeting required in August at the latest. Commissioner Wales agreed and stated that there will be no meeting in July and if need be a meeting in mid-August would be fine.

IX. **Adjournment:** Motion (Bray/Sawyers) to adjourn the meeting. Motion carried by majority present. The meeting was adjourned at 8:20 P.M.

Howard Sawyers
Secretary Elkhorn Police & Fire Commission

Date