

City of Elkhorn Police and Fire Commission  
Minutes of Wednesday November 30, 2011 @ 4:30 P.M.  
First Floor Conference Room

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- I. **Call to Order:** Meeting was called to order by President Tom Lee at 4:36 P.M.
- II. **Roll Call:** Commission members present for meeting; Lee, Kelnhofer, Murray and Sharp. Also present were Chief Christensen and Recording Secretary Boeger.
- III. **Withdrawals from Agenda:** There were no withdrawals from the agenda.
- IV. **Approval of Agenda:** Motion (Kelnhofer/Murray) to approve the 11-30-11 agenda. Motion carried by majority present.
- V. **Approval of Minutes:** Motion (Sharp/Kelnhofer) to approve the 10-12-11 minutes. Motion carried by majority present.
- VI. **Public Comment:** There was no one from the general public present.
- VII. **Items of Business:**

**Police Department**

1. Chief Christensen informed the Commission that Patrolman Windler's resignation is effective February 1, 2012 with his final day being November 29, 2011. He will be using some vacation days and a short time of medical leave. Chief Christensen requested a representative from the Police and Fire Commission be present at the February 6<sup>th</sup>, 2012 Council meeting for a brief presentation to Patrolman Windler. There will be a short gathering February 1<sup>st</sup> at the Police Department honoring Patrolman Windler and the Commission will be invited.

Chief informed the Commission that there were 194 total applicants, 11 were ineligible. 183 applicants were able to test and 5 applicants withdrew prior to the test date, so 178 total applicants were scheduled to test. 42 applicants never showed up for the test and 23 applicants did not pass the exam. Of the 113 total applicants available to interview, a screening matrix was created where points were given for education and the test score result of each applicant. Those applicants with a 7 or higher were invited to the first oral interview before the administration. Of the 56 that were invited to interview, 5 applicants either withdrew prior to the interview or did not show up for the interview date/time. From that oral interview 10 applicants were invited before the Commission tonight.

Motion (Kelnhofer/Sharp) 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 to interview Patrolman applicants. Motion carried by majority present. Commission went into Closed Session at 4:46 P.M.

2. Motion (Kelnhofer/Sharp) to reconvene into Open Session. Commission went into Open Session at 8:42 P.M..

3. Motion (Sharp/Kelnhofer) to approve and certify the list of candidates for the Patrolman position.

VIII. **Set and confirm next meeting date** of January 25, 2012 if needed at 6:30 P.M. Recording Secretary Boeger will check with the Fire Chief and David Fladten to see if they will have anything for the meeting.

IX. **Adjournment:** Motion (Kelnhofer/Murray) to adjourn the meeting. Motion carried by majority present. Meeting was adjourned at 8:45 P.M.

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Robert Sharp  
Secretary, Elkhorn Police and Fire Commission

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Date