

City of Elkhorn Police and Fire Commission
Minutes of Wednesday October 12, 2011 @ 6:30 P.M.
First Floor Conference Room

- I. **Call to Order:** Meeting was called to order by President Tom Lee at 6:30 P.M.
- II. **Roll Call:** Commission members present for meeting; Lee, Kelnhofer, Murray and Bray 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 (Bray/Kelnhofer) to approve the 10-12-11 agenda. Motion carried by majority present.
- V. **Approval of Minutes:** Motion (Sharp/Murray) to approve the 09-28-11 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 handed out a hiring time line that he would like to follow if at all possible.

Chief Christensen informed the Commission that the job posting for the patrolman position has been posted for a week now. The Department reached out to the Technical Schools, Shopper and Wilenet. So far, there are 45 applicants. The deadline for submitting an application is October 19, 2011 at 4:30 P.M.

Chief Christensen advised that we have secured a testing facility which will be the U-W-Extension room 214. The make-up test will be October 31, 2011.

Chief Christensen advised there is usually a two or three day minimum turnaround time once the tests have been mailed back to the agency. Commissioner Bray asked if the department will interview everyone that passes the exam? Chief Christensen advised that everyone that passes will be invited to interview the week of November 14th in front of the Administration.

Chief Christensen advised he wishes to bring the top 10 applicants before the Police and Fire Commissioners November 30, 2011 for their final interview. Commissioner Murray asked who and how are the candidates screened prior to the final interview by the Commission. Chief Christensen advised that the candidates will be screened by Captain Slattery, Lieutenant Anzalone and the Chief and they will look at the test score, education and any previous work experience.

Commissioner Sharp asked if the hire date was still going to be February 1, 2012? Chief Christensen said he hoped that would be the date because Officer Windler submitted his resignation effective February 1, 2012.

Commissioner Bray thought that 45 seems like a lot of candidates. Commissioner Lee asked if there was a fee to take the test? Chief Christensen advised that it was free to the applicant.

2. Chief Christensen advised that he will be administering the National Criminal Justice Officer Selection Inventory Test and it was developed by IO Solutions. Chief Christensen stated that he preferred IO Solutions test. He stated the test has been tried and tested. He feels that if a person has had no previous experience as a patrolman, the State Test is difficult to pass. Chief Christensen feels you can teach the right person to be a good officer. Commissioner Sharp agreed with Chief Christensen and stated that he had taken the State Test when he was hired as a Deputy and agrees that with no previous experience the test is difficult. Commission Sharp asked if our department has used the test before. Chief Christensen advised we have.

Motion (Sharp/Kelnhofner) to approve the National Criminal Justice Officer Selection test developed by IO Solutions. Motion carried by majority present.

- VIII. **Set and confirm next meeting date:** November 30, 2011 at 4:30 PM in the new meeting room upstairs.
- IX. **Adjournment:** Motion (Sharp/Bray) to adjourn the meeting. Motion carried by majority present. Meeting was adjourned at 6:52 P.M.

Robert Sharp
Secretary, Elkhorn Police and Fire Commission

Date