

City of Elkhorn Police and Fire Commission
Minutes of Wednesday, December 4, 2013 at 6:30 P.M.
First Floor Conference Room at City Hall

- I. Call to Order: Meeting was called to order by Commission Vice President Kelnhofer at 6:30 P.M.
- II. Roll Call: Commissioners present; Kelnhofer, Murray, Pruess and Sharp. Also present was Fire Chief Smith, Police Chief Joel Christensen and Recording Secretary Boeger
- III. Withdrawals from Agenda: There were no withdrawals from the Agenda.
- IV. Approval of the Agenda: Motion Sharp/Murray to approve the December 4th, 2013 agenda. Motion carried by majority present.
- V. Approval of the Minutes: Motion Murray/Kelnhofer to approve the September 11, 2013 minutes. Motion carried by majority present.
- VI. Public Comment: There were no citizens from the general public present for the meeting.
- VII. Items of Business:

Police Department

1. Monthly reports were provided and Chief Christensen asked if there were any questions from the Commission.

Commissioner Murray asked how Coffee with a Cop was. She attended and thought it was a great idea. Chief Christensen said there were about 25 residents that showed up. He thought most of the people attending were retired people. The Department is trying to set up a January date at Vasili's Café from 8-10AM. The Department feels this is a great opportunity to get out and mingle with the community. During the summer hours the Department is hoping to consider Custard with a Cop and holding it at Culvers..

2. Chief Christensen advise the Commission that the Department is still in the beginning stages of hiring a patrolman. The Department is working with NeoGov, which is an online application program that the City's Insurance Company (CVMIC) is involved with. The program performs all the EEOC compliance checks for you on the hiring end of it. CVMIC is encouraging all it's members to become part of NeoGov. The process is done all on line, no paper applications anymore, once the candidates either meet or not meet the qualifications, an email is generated and sent out immediately to them.

The Department hopes to be able to go live with NeoGov on December 20th, and the first job posting will be then. In addition to the City's general questions, there will be specific questions asked that will be rated. The applicants will also be able to apply military points to the final written exam score. The written exam will be administered by Wisconsin Personnel Partners Entry Level Law Enforcement Test.

Chief Christensen also wished approval by the Commission to apply a \$15.00 application fee to the applicants. This serves two purposes, one being the cost the City incurs with the test and second, it may reduce the amount of people that just put in as many applications they can because it costs the applicant nothing. If in the event an applicant expresses a hardship for the application fee, the Department will look at the National Poverty Level and determine if they meet the requirement.

Commissioner Sharp felt this was a very reasonable request. Commissioner Murray asked how often someone can take the test. Chief Christensen stated it was the State test and they are allowed to take the test every 6 months. So if they have taken the test within 6 months of our test date, we have to use that score. Commissioner Pruess asked how the fees would be collected. Chief Christensen advised that they would need to mail the money into the Department prior to testing.

Commissioner Murray asked if being with NeoGov promotes the job more than where we currently advertise? The Commission was advised that besides Wilenet, the States Law Enforcement website, the job posting would be on Government Jobs and Wisconsin Jobs.

Motion Sharp/Pruess to accept the Wisconsin Personal Entry Law Enforcement exam and also the \$15.00 application fee applied to each applicant. Motion carried by majority present.

Fire Department

1. Motion Sharp/Pruess 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 for EMS/Fire Department.

Motion carried by majority present, went into Closed Session at 6:54 P.M.

2. Motion Murray/Pruess to reconvene into Open Session. Motion carried by majority present, went back into Open Session at 7:50 P.M.

3. Motion Sharp/Murray to certify list of candidates including, David Durocher, Matthew Heath, Mitchell Heath, Elizabeth Karmas and Jamie Morin for the EMS/Fire Department.

Fire Chief shared his monthly reports with the Commission and advised him that in the future he will be providing them with the quarterly reports that he provides the Fire Board, which consists of representatives from Elkhorn, Lafayette, Sugar Creek and Geneva Township.

Commissioner Pruess asked if the Department was still having problems with members responding to calls. Fire Chief talked about the hiring of a 24/7 person, he also talked about Paid on Premise and the concept.

Fire Chief advised that Cindy Spencer will be retiring in January and he will be changing that job description so the new person hired can help with different duties, such as fire inspections.

The goal for 2014 is to have 100% coverage for all EMS calls.

VIII. Set and Confirm next meeting date: January 22nd, 2014 at 6:30PM

XI. Adjournment: Motion Murray/Pruess to adjourn the meeting. Motion carried by majority present. Meeting was adjourned at 8:24 P.M.

Robert Sharp
Secretary, Elkhorn Police and Fire Commission

Date