

## **DRAFT**

### **POLICE AND FIRE COMMISSION**

Date/Time: Tuesday, May 20, 2014 at 8:30 a.m.  
Location: Conference Room – Public Safety Building, 515 Grand Avenue, Wausau, WI  
Members Present: D. Huntimer (C), C. Bahr, W. Graef  
Member Absent: L. Jorstad, T. Paterson  
Others Present: G. Hagenbucher, T. Kujawa, J. Kannenberg, M. Loy

In accordance with Chapter 19, Wisconsin State Statutes, notice of this meeting was posted at Wausau City Hall and the Public Safety Building, and emailed to the Wausau Daily Herald and City Pages in the proper manner.

#### **Call to Order/Roll Call.**

The Police and Fire Commission meeting was called to order at 8:30 a.m. Roll call was taken of present Police and Fire Commission members to include Bahr, Huntimer, and Graef.

#### **Approval of the minutes of 04/22/2014 meeting.**

Motion made by Bahr to approve the minutes of the 04/22/2014 meeting. Second by Graef. Motion passes 3-0.

Huntimer commended Michael Loy for his exemplary work on behalf of the Police and Fire Commission.

#### **New Business.**

- (a) Huntimer welcomed Fire Chief Tracey Kujawa to the meeting. Kujawa thanked the commission and gave an overview of her first week in the position.
- (b) Commendation for Chief Hardel's service as Interim Fire Chief was delivered by Huntimer.
- (c) Huntimer confirmed the reappointment of William Graef to the Police and Fire Commission.
- (d) Loy indicated that he would like to add language to the Police & Fire Policies & Procedures manual to include liaisons to the Police and Fire departments. The President of the Police and Fire Commission would appoint two members of the commission to individually represent and act as a liaison to the Police and Fire departments. Kujawa stated that this worked well at her former department and that it gave the members a better understanding of the department. A motion was made by Bahr to approve the addition of Section E. Police and Fire Department Liaisons to Section 1.04 – Officers of the Commission. Second by Graef. Motion passes 3-0.
- (e) Nomination of Cheryl Bahr as chairperson of the Police and Fire Commission took place. Bahr requested that Huntimer take her place for the nomination. Huntimer respectfully declined, believing that the chairperson position should be rotated. Bahr accepted nomination for chairperson of the Police and Fire Commission. Motion made by Graef to elect Cheryl Bahr as chairperson of the Police and Fire Commission. Second by Huntimer.
- (f) Nomination of Dennis Huntimer as vice chairperson of the Police and Fire Commission took place. Huntimer accepted the nomination. Motion made by Graef to elect Dennis Huntimer as vice chairperson of the Police and Fire Commission. Second by Bahr.
- (g) Appointment of the Secretary for the Police and Fire Commission. It was decided by the commission that the HR Director position shall be appointed as Secretary. In the event that the HR Director position is vacant, the responsibility will fall to the Administrative Assistant for the HR Director.
- (h) The commission discussed priorities and action items for the upcoming year. Some of these items included participation in the evaluation of the Police Chief and Fire Chief. Kujawa mentioned the ability for the commission to view a live burn on June 7<sup>th</sup>. Huntimer recommended that the commission participate in the open meetings law training that was offered previously to employees and council members. Bahr would like to see the Fire Department have more PR within the community.

(i) Motion made by Bahr to enter into closed session pursuant to Section 19.85(1)(c) for consideration of employment of any public employee over which the governmental body has jurisdiction or exercises responsibility for discussion on remaining candidates for appointment to Firefighter/Paramedic. Second by Graef.

(j) Motion by Bahr to reconvene meeting into open session for the purpose of possible action on the closed session item. Second by Graef. Motion by Graef to create a new recruitment for the firefighter/paramedic vacancies in the Fire Department. Second by Bahr. Motion passes 3-0.

#### **Police Department Operations.**

- Captain Hagenbucher introduced Officer Jillian Kurtzhals to the commission and was commended for her Noon Optimists award for “Respect the Law” week. Officer Kurtzhals received this honor for going above and beyond in her duties as a police officer.
- Hagenbucher presented an update of Police activity between April 21 and May 20, 2014 to the committee.
- Hagenbucher commended Officer Anthony Reince his receipt of a “Life Saving Award” from the Marathon County Sheriff’s Department. Officer Reince received this award for his efforts and action during a shooting that took place in the Town of Maine.
- An update was given regarding the CRO Unit activity for the month of April.
- Several Police Department employees will be eligible for retirement and a recruitment will likely need to be done in 2014 for Police Officers.
- Hagenbucher relayed that the Chief Hardel was proud of the amount of Police Officers that attended the Swear-In Ceremony.

Motion made by Bahr to approve the Police Department Operations report. Second by Graef. Motion passes 3-0.

Bahr recommended that the order of reporting alternate each month; next month Fire Department Operations will appear first.

#### **Fire Department Operations.**

- Chief Kujawa asked if any questions could be answered regarding the report that was received for Fire department operations during the month of April. No questions were raised.
- Josh Finke explained requirements of the American Heart Association award that was presented to the Wausau Fire Department. Loy commented that since hiring Finke for the EMS Division Chief position, Finke has had a great impact on the department.

Motion made by Bahr to approve the Fire Department Operations report. Second by Graef. Motion passes 3-0.

**New Business for Placement on the next Agenda.** No items were brought forward.

**Next Regularly Scheduled Meeting – June 17, 2014, 8:30 a.m.** Huntimer will not be in attendance.

**Adjourn.** Motion made by Bahr to adjourn. Second by Graef. Motion passes 3-0.