

DRAFT

POLICE AND FIRE COMMISSION

Date/Time: Tuesday, January 17, 2017 at 8:30 a.m.
Location: Community Room – Public Safety Building – 515 Grand Avenue, Wausau
Members Present: W. Graef (C), C. Bahr, D. Huntimer, L. Jorstad, T. Patterson
Member Absent:
Others Present: Mayor Mielke, B. Bliven, K. Groeschel, J. Hardel, T. Kujawa

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 Graef, Huntimer, Jorstad, and Patterson. (*Bahr arrived at 9:26 a.m.*)

Approval of the Minutes December 13th and December 22nd Meetings.

Motion by Huntimer to approve the Police and Fire Commission meeting minutes from December 13, 2016 and December 22, 2016. Second by Patterson. All ayes. Motion passes 4-0.

Monthly Presentation of Fire Department Operations.

Activity Report. Kujawa said that the Activity Report speaks for itself. No questions were posed. Bigs in Badges. The department is partnering with Big Brothers/Big Sisters to participate in this voluntary program. Orientation is taking place with all crews at this time. The participants will meet with a child once a week during their lunch. Kujawa said that studies have shown that by spending 2 hours a month with a child, you can change that child's life forever. This is a volunteer program. Update on 2017 Firefighter/Paramedic Recruitment. The fire department partners with Chippewa Valley Technical College (CVTC) within a consortium to find candidates. CVTC tests the candidates that meet the minimum qualifications for the department, and then those who have passed the CVTC testing are invited to interview with the department in June. At this time the department is not expecting any retirements until the end of 2017. Kujawa said that she is looking at several senior level employees retiring in the first half of 2018 and then went on to talk about succession planning and in-training positions in the department.

Kujawa spoke about possible future options for fire department buildings/locations. The discussion continued on the current state of the present fire stations.

Motion by Jorstad to approve the monthly presentation of fire department operations. Second by Huntimer. All ayes. Motion passes 4-0.

Monthly Presentation of Police Department Operations.

Recruitment Update. The Police Officer recruitment produced 3 candidates; the department has 3 current openings with 2 more in March. NTC is still going to run a recruit school for the candidates. The swear-in for the officers is Friday at 11:00 a.m. Interviews were conducted for the Mental Health Therapist position. (*Bahr arrived 9:26 a.m.*) An offer has been made to fill the full-time Administrative Assistant position due to retirement, and interviews were conducted for the two part-time Administrative Assistant positions.

Awards Banquet. The awards banquet will be held on March 1 at Jefferson Street Inn.

Hardel said that the department has \$100,000 in carry-over funds from the 2016 budget. They will be using this money towards the costs of accreditation and also a small amount of the funds to remodel office

space for the Mental Health Therapist and Victim Response Detective. Hardel said the carry-over funds are a result of being short-staffed and believes the money should be used to help department operations. Hardel ended with saying that because of all the changes with staff and the amount of things going on, monthly meetings are being held weekly to keep everyone up to informed.

Motion by Huntimer to approve the Fire department operations report. Second by Patterson. All ayes. Motion passes 5-0.

Discussion of Police and Fire Commission's Authority – Wisconsin Statute Section 62.13

Graef explained that this item is on the agenda as a result of the December meeting involving promotions of current staff. Mayor Mielke said he does not have an issue with succession planning in any department, but that policies and procedures in place by the HR Department need to be followed by every department. The mayor read an email that was sent to command staff at the Police Department outlining the recruitment process followed by all departments. The mayor then read an excerpt of WI State Stat. 62.13 regarding the authority of the mayor and commissioners. The mayor wants the Human Resources Department to be informed of all Police Department recruitments, and suggests that a national recruitment be done for the Police Chief position. Hardel said that the department has policies in place for promotions and recruitments that it follows. After further discussion, Jorstad said that the discussion on this item was a good thing; Patterson agreed.

Hardel briefly talked about the discipline process that is followed by the Police Department.

Discussion to Determine Date for Police and Fire Commission Holiday Dinner.

Those present discussed locations and dates for the holiday dinner; Kannenberg to follow up with an email to confirm venue and date that is agreed upon by commissioners.

Adjourn. Motion made by Bahr to adjourn. Second by Huntimer. Motion passes 5-0. Meeting adjourned at 10:30 a.m.