



MINUTES OF THE POLICE AND FIRE COMMISSION

THURSDAY, SEPTEMBER 2, 2021, 3:00 PM
Virtual Meeting. Public may join via Zoom.

A. ZOOM MEETING INFORMATION.

I. This item contains documents which provide call in information and instructions for the Zoom meeting.

B. ROLL CALL.

Present: Marian Boyle-Rohloff, Rod Goldhahn, Melissa Cheslock, Rashad Cobb (arrived at 3:08 p.m.),
Excused: Ed Dorff

Others Present: Fire Chief David Litton, Interim Police Chief James Runge, Police Captain Ben Allen,
Police Lieutenant Jody Buth, Police Officer Cristey Johnson, HR Generalist Jen Smits and others.

C. APPROVAL OF THE AGENDA.

Moved by Commissioner Marian Boyle-Rohloff, seconded by Commissioner Melissa Cheslock to approve. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Melissa Cheslock, No- None, Abstain- None

D. APPROVAL OF MINUTES.

I. Approval of the minutes from the regular meeting held May 5, 2021 and the special meetings held May 10, May 11, June 3, June 10, July 15, July 22, July 23, and July 27, 2021.

Moved by Commissioner Melissa Cheslock, seconded by Commissioner Marian Boyle-Rohloff to approve. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Melissa Cheslock, No- None, Abstain- None

E. INFORMATIONAL.

1. President's Report.

President Goldhahn thanked everyone for their efforts over the last few months during the Police Chief hiring process and stated that he would like to critique the hiring process to determine recommendations for future hiring processes.

2. Report from the Chiefs.

Fire Chief David Litton and Interim Police Chief James Runge provided the Commission with an update on their respective department activities.

F. REGULAR BUSINESS.

1. Consideration with possible action on the following communications:

a. Budget Status Report.

Moved by Commissioner Melissa Cheslock, seconded by Commissioner Marian Boyle-Rohloff to receive and place on file the budget status report and the budget spreadsheet. Motion carried. Yes- Marian Boyle-Rohloff, Rod Goldhahn, Rashad Cobb, Melissa Cheslock, No- None, Abstain- None

b. Budget Spreadsheet.

2. Consideration with possible action on request to approve the monthly bills.

Moved by Commissioner Marian Boyle-Rohloff, seconded by Commissioner Melissa Cheslock to approve. Motion carried. Yes- Marian Boyle-Rohloff, Rod Goldhahn, Rashad Cobb, Melissa Cheslock, No- None, Abstain- None

3. Consideration with possible action on the voluntary removal of Patrol Officer candidate(s) from the eligibility list.

Moved by Commissioner Melissa Cheslock, seconded by Commissioner Rashad Cobb to approve the voluntary removal of 2 Patrol Officer candidates. Motion carried. Yes- Marian Boyle-Rohloff, Rod Goldhahn, Rashad Cobb, Melissa Cheslock, No- None, Abstain- None

4. Consideration with possible action on the review of Patrol Officer candidate background(s). The Commission may convene in closed session pursuant to Sections 19.85(1) (c) and (f), Wisconsin Statutes, to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility. The Commission may thereafter reconvene in open session pursuant to Section 19.85(2), Wisconsin Statutes, to report the results of the closed session and consider the balance of the agenda.

Moved by Commissioner Melissa Cheslock, seconded by Commissioner Rashad Cobb to go into closed session. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Rashad Cobb, Melissa Cheslock, No- None, Abstain-None

Moved by Commissioner Melissa Cheslock, seconded by Commissioner Marian Boyle-Rohloff to return to regular order of business. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Rashad Cobb, Melissa Cheslock, No- None, Abstain-None

Out of closed session, President Goldhahn reported that the Commission reviewed 13 Patrol Officer candidate backgrounds. Eleven candidates were removed by the Commission and two candidates were approved to continue in the hiring process. One candidate was scheduled to interview, but was unable to participate due to the recent hurricane.

Moved by Commissioner Melissa Cheslock, seconded by Commissioner Marian Boyle-Rohloff to approve. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Rashad Cobb, Melissa Cheslock, No- None, Abstain-None

5. Interviews with Patrol Officer candidate(s). Please take notice that pursuant to §19.85 (1) (c) and (f) Wisconsin Statutes, the Commission may convene in closed session for the purpose of interviewing, evaluating and considering employment of Patrol Officer candidates.

The Commission conducted interviews with two Patrol Officer candidates.

6. Set date of next meeting.

The next meeting of the Police and Fire Commission is tentatively scheduled for October 7, 2021, unless a sooner meeting date is needed for the purpose of conducting interviews with Patrol Officer candidates.

G. PUBLIC HEARINGS.

H. ADJOURNMENT.

Moved by Commissioner Melissa Cheslock, seconded by Commissioner Marian Boyle-Rohloff to adjourn. Motion carried.

Yes- Marian Boyle-Rohloff, Rod Goldhahn, Rashad Cobb, Melissa Cheslock, No- None, Abstain-None

VERBATIM MINUTES

- Welcome, everyone. Welcome, everyone. I'd like to call the September 2nd regular meeting of the Police and Fire Commission to order. First item on the agenda is roll call. Vice President Boyle-Rohloff?

- Here.

- Commissioner Cheslock?

- Here.

- We're expecting Commissioner Cobb to arrive sometime, and Commissioner Dorf is excused, he's out of town. You all received the agenda both electronically and in the information packet for the meeting. If there are no questions or changes, I'll ask for a motion to approve the agenda.

- So moved.

- Seconded.

- Moved by Commissioner Rohloff. Seconded by Commissioner Cheslock. Any discussion? Hearing none, all those favor?

- Aye.

- Any opposed? The agenda's been approved. You had a lot of reading to do, in your packet was minutes from the regular meeting of May 5th and special meetings on May 10th, May 11th, June 3rd, June 10th, July 22nd, July 23rd and July 27th. Are there any changes or corrections to any of those minutes? If not, I will entertain a motion to approve all of those.

- So moved.

- Moved by Commissioner Cheslock.

- Second.

- Seconded by Commissioner Rohloff. Any discussion? Hearing none, all those in favor?

- Aye.

- Any opposed? All right. Time for the reports. For the president's report I just want to thank everyone for all of their efforts throughout the last few months as we've gone through the Chief hiring process for the police department. Especially the HR group and all the support that Jen, you and Melanie and Hailey provided through that process. Once Ed is back, so we have all the commissioners present, I'd like to go through a session where we kind of critique the process and determine what went well, what we would recommend including next time we did it, anything we would take out of the process through that. So we'll put that on the agenda sometime when we know that all five commissioners are going to be present. Report from the chiefs. Since we have some police interviews later on, let's start with Chief Linton.

- Good afternoon everyone. Not a whole lot to report other than the probationary employees, who've been on the street now since I guess the first part [inaudible]. All are doing well, no indications or reports of anything bad going on out there in the field, so that's always good to know. We will be starting or asking the commission to schedule interviews for new recruits for the 2022 hiring process, I guess we'll probably do that sometime round the end of October, first part of November. I guess that we'll interview probably around 20 again, 20 to 25. Jen and I still have to go through all of the eligible candidates and shuffle through them to make sure they've made all their requirements in the process. So just wanted to get that on the minds of the commission members for

the first part of November sometime before we get into the actual holidays themselves. And then finally, we do not currently have a battalion chief list. And [Inaudible] that process and we'll probably conduct a testing process sometime, middle part of January, first part of February, just so we have an existing list. And the importance of that is that when we have vacancies in a battalion chiefs office, those that have tested and that are on a list have the opportunity work up on a grade in the battalions office and experience and knowledge and gives them a feel for whether or not they wanna actually take the job down the road if a position opens up. So, we'll get that process started again sometime in January or February, but more to come on that. And that's all I had to report at this point.

- Chief, relative to someone that's currently in the fire service and they're interested in applying, who would they contact at Fox Valley Tech to get their name in the hopper?

- Yeah, all the process is done online, so for next year like this years recruitment is already done, so for the 2022 process that usually comes out in May. The applications are due at some point in June. It's available on the Fox Valley Technical College's website under public safety. The city also, Jen also publishes that both on the city website, our Facebook page, I think it goes out on all social media platforms when we get close to that, so we'll of course keep the commission apprised of all that as we get close.

- Okay thank you. Any other questions for Chief Linton? All right. Chief Runge.

- Oh, there we go. Sorry. Yeah, we lost one of our officers that was in training. He was a very young kid, 20 years old, I think he was [inaudible]. On reflecting, he had some concern that he was not going to be able to hold up his end of the deal. You know, somebody may get hurt because of him, many of our people talked to him and really tried to figure out what was going on. He expressed that staff here and his trainers, everyone did a great job, it was nothing against the people here. He just realized it's probably not for him. He's going to go back to school and perhaps pursue teaching down the road. We wished him luck. So after that we have 181, we're budgeted for 187, but you're going to look at two later today, there's a third person who couldn't make it because of work issues. He'll be a week or so away. The current PSD group under Ben Allen has done a great job of recruiting candidates. As you know they sort through a bunch of them to get the good ones. I do have confidence that they will get to 187 or real close to it by the end of the year. They're really working hard and I have great confidence in Ben and his leadership. You should know that incoming Chief Davis is going to be here this weekend. He's going to try to get his family settled, get the kids in school. We anticipate him and I working together next week for two, maybe three full days. Staff here has done a great job getting him off his feet, getting him educated on what's going on here. And he's been in constant contact with us or Laura from the chief's office, the staff here. I think he's gonna hit the road running when he gets sworn in. He anticipates the 16th of this month, he's got to fly back to Portland after he gets the family settled. He'll spend quite a bit of next week here with us. Make sure the move goes well, get the movers... They've got all their stuff going from Portland to Green Bay, then he's gotta drive by himself with the dog. If all goes well, he'll leave there on the 11th and get here however long it takes. But we're shooting for the 16th for him.

- All right, very good. Any questions? All right thank you. Budget status report and budget spreadsheet. You received those, everything is dealing with recruiting. Jen, in looking at the actual breakdown, it doesn't look like we have all the charges in for the Chief hiring on the police side, is that true?

- So, we probably are still waiting on maybe one more bill.
- Okay.
- And we've had some discussions with the police budget manager about you know, it looks like we're gonna go over on the police side and how we can make sure our budget is taken care of.
- Okay. All right. And similarly, with fire with the... we're over that with the recruiting for this year. And that was set, I think, artificially low cause I think the budget that was set there was not enough to cover just the basic recruiting items. So that we'll need to fix that next year. Any questions on the expenses or charges that you saw in your packet?
- Nope.
- Okay, then I will entertain a motion to receive those and place on file.
- So moved.
- Moved by Commissioner Cheslock.
- Second.
- Seconded by Commissioner Rohloff. Any further discussion? And hearing none, all those in favor?
- Aye.
- Aye.
- Any opposed? We will receive those and place on file and then, all of the bills related to recruiting and hiring expenses were in your packet. Are there any questions on any of the bills? If not, I will entertain a motion to authorize payment.
- So moved.
- Moved by Commissioner Rohloff. Seconded by Commissioner Cheslock. No further discussion? Hearing none, all those in favor?
- Aye.
- Aye.
- Are there any opposed? Okay, we'll pay the bills. Next item, deliberation with possible action voluntary removal of patrol officer candidates from the eligibility list. There were two candidates, Schuldes and Royston that requested we remove their names from further consideration. If there aren't any questions, I'll entertain a motion to remove those.
- Mr. Goldhahn, did they ever state the reasons why, were those reasons stated why?

- Not in the ones we have, Jen may have more information. Sometimes they'll say, "I took a job with another jurisdiction" or something to that effect. I don't know if these particular ones did.
- Yeah, I would say that's typically it. I recall at least one of the two did take a job with another department, it may have been both of them.
- Is there any indication that the job, excuse me, that the candidate took, was going to receive more money or was it close to where this candidate lived or anything like that?
- They ended up leaving because it was their hometown.
- I didn't catch that I'm sorry.
- For both of them they ended up accepting offers with their agencies that they were community service officers at already, and it was their hometown.
- Okay.
- All right, then I'll entertain a motion to approve those removals.
- So moved.
- Moved by Commissioner Cheslock.
- Second.
- Seconded by Commissioner Cobb. Any further discussion? Hearing none, all those in favor?
- Aye.
- Any opposed? Okay, passed unanimously. The next two items deal with interviews. Chief Linton, both of these are now police interviews, so I'm sure you've got things you'd rather be doing. All right.
- Bye bye.
- Thank you Chief.
- Yes, have a good afternoon. Thank you.
- All right, so we have two agenda items that are both closed session items. So we will do one closed session vote, go into closed session for both these items, we will conduct each one of them and then coming out of closed session, I'll do separate reports on the two agenda items. So agenda item four, it's consideration with possible action on the review of patrol officer candidate backgrounds. "The commission may convene in closed session pursuant to sections 19.85, paragraph 1, sub C and F, Wisconsin statutes, to consider employment, promotions, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercised responsibility. The Commission may there after re-convene in open session pursuant to sections

19.85, paragraph two, Wisconsin statutes, to report the results of the closed session and consider the balance of the agenda." And then item five is interviews with patrol officers candidates. "Please take notice that pursuant to sections 19.85, paragraph 1, sub C and F, Wisconsin statutes, The commission may convene in close session for the purpose of interviewing, evaluating, and considering employment of patrol officer candidates." Is there a motion to go into closed session?

- So moved.

- Moved by Commissioner Cheslock.

- Is there a second? Second.

- Seconded by Commissioner Cobb. All those in favor?

- Aye. - Aye.

- Any opposed? All right, we are in closed session.

- And we have one listener here with us, so I'll just place that person in the waiting room.

- Okay. Back in open session. All right the Commission is back in open session. While in closed session, we reviewed background materials on a number of candidates and conducted interviews with two candidates. And the summary of those are, we considered 13 candidates. 11 of those we discontinued in the process. We conducted interviews with two candidates and chose to continue both those candidates in the hiring process. And there was one additional candidate that was scheduled to interview today but due to the hurricane, was not able to attend and so we will reschedule that at the earliest opportunity. Next agenda item is date of next meeting. That will be the first Thursday in October, which would be the 7th. I don't know if the PD would need, do you folks believe you'll have other interviews prior to that, other than the one we had to postpone today? Okay so there may others. So, we'll tentatively say that the 7th of October will be our next meeting but if there are interviews that come up, we may send out a call for a meeting before that. All right, there are no public hearings scheduled. So with that I'll entertain a motion to adjourn.

- So moved.

- Moved by Commissioner Cheslock.

- Second. - Second

- Seconded by Commissioner Rohlaff, she just beat you, Rashad. All those in favor?

- Aye. - Aye. -Aye.

- Anyone opposed? All right, we're adjourned.