

Minutes

POLICE & FIRE COMMISSION

February 12, 2002

The meeting of the Police & Fire Commission was called to order by Commissioner Andries at 7:05 P.M. Commissioners present were: Andries, Brejcha, Lorbiecki, O'Donnell, and Pedersen. Also present were Acting Police Chief Dan Noordyk and Fire Chief Edward Dobernig.

APPROVAL OF MINUTES

Motion by Commissioner Brejcha to approve the Minutes of the Meeting held on January 15, 2002. Seconded by Commissioner O'Donnell and carried unanimously.

COMMUNICATIONS

1. **From Acting Police Chief Dan Noordyk dated 1/27/02 reference an Offer of Hire to Christopher Lamm effective 2/4/02**
2. **From Acting Police Chief Dan Noordyk dated 1/29/02 reference an Offer to Hire to Christopher Bayley effective 2/20/02**
3. **From Acting Police Chief Dan Noordyk dated 2/4/02 reference an Offer to Hire to Joseph Lofy effective 2/11/02**
4. **From Acting Police Chief Dan Noordyk Verifying the Successful Completion of 18-month Probational Period for Ryan Puente effective 1/31/02**
5. **From Mayor Wysocki - Coy of Letter to New Berlin Firefighters reference a Communication with Union Local 695**
6. **Letter Dated 2/11/02 from Mayor Wysocki to Commission President Ken Andries reference Unsigned Letter**
7. **From Mayor Wysocki reference General Administrative Policy (Employee Requisition)**

BILLS

1. **Organizational Development Inc. - for Recent Service - \$2,200.00**

Motion by Commissioner Brejcha to approve payment to Organizational Development Inc., in the amount of \$2,200.00. Seconded by Commissioner Pedersen and carried unanimously.

2. **Advantage Printing - Employee Applications - \$351.00**

Motion by Commissioner Brejcha to approve payment to Advantage Printing, in the amount of \$351.00. Seconded by Commissioner O'Donnell and carried unanimously.

OLD BUSINESS

Modification of Commission Rules

Motion by Commissioner Brejcha to modify Commission Rule 11.02 (e) to read as follows: (e) Certification to eligibility list by the Commission. Seconded by Commissioner O'Donnell and carried unanimously.

Motion by Commissioner Brejcha to modify Commission Rule 11.025 to read as follows: 11.025 Each original entrance review of any Full-time or Regular Part-time position shall consist of the following procedure: Subsections (a) through (g) to remain unchanged. Seconded by Commissioner O'Donnell and carried unanimously.

Motion by Commissioner Pedersen to adopt Rule 11.026 of the Police and Fire Commission Rules and to read as follows:

11.026 As an alternate to Section 11.025 the Commission may authorize the following for lateral hiring purposes:

- a. Legal notice - pursuant to Section 3.01.
- b. 2 years minimum continuous full-time employment as a full-time sworn Fire Fighter and Emergency Medical Technician Basic with good work record in addition to qualifications required in Section 8.01 and 8.02.
- c. A \$300 non-refundable application and fee shall be paid to the City of New Berlin upon application.
- d. Pre-screening examination
- e. Oral Interview
- f. Each applicant that is approved for further processing shall be placed on an eligibility list for a period of 12 months from the date of approval, unless continued in force for a longer period or discontinued prior thereto by order of the Commission.
- g. Following completion of c) through f) above, the psychological testing, medical examination and character investigation shall be conducted in any sequence.
- h. Applicants under the Lateral Hire are exempt from Section 11.03.
- i. Applicants shall be subject to all other applicable Police and Fire Commission Rules.

Seconded by Commissioner O'Donnell and carried unanimously.

Discuss Comparison Costs of Medical Exams and Testing - No Action - Hold on Agenda

Policy on Custodian of Records - Police & Fire

The Commission received a copy of the General Administrative Policy on Personnel Files from Mayor Ted Wysocki.

After reviewing the General Administrative Policy on Personnel Files that was faxed to Commission President Ken Andries 2/12/02 from the Mayor's Office, the Commission's recommendation is as follows:

Motion by Commissioner Pedersen to modify Item #4, line 3 to read as follows: Police and Fire Commission for Chief of Fire, Chief of Police and Non-Sworn Cadets. Seconded by Commissioner Brejcha and carried unanimously.

NEW BUSINESS

Discuss Procedure for Hiring Paid on Call Fire Fighters/EMT's - Discussion was held and the Commission took action under Modification of Commission Rules - Hold on Agenda

Motion by Commissioner Pedersen to move into Closed Session at 9:45 p.m. Seconded by Commissioner Lorbiecki and carried unanimously.

CLOSED SESSION

To deliberate in Closed Session under Section 19.85(1)(c) & (f) Wisconsin State Statutes.

The basis for the items to be discussed in Closed Session are as enumerated in Section 19.85(1)(c) & (f) of the Wisconsin State Statutes.

- c. Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.**
 - f. Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.**
- Advance Qualified Trainees to Paid on Call Fire Fighters/EMT Positions -**
 - Review of Any Recent Citizen Complaints or Disciplinary Action/Fire Department -**
 - Review of Any Recent Citizen Complaints or Disciplinary Action/Police Department -**
 - Update on Appointments to Open Positions - Police Department -**

Motion by Commissioner O'Donnell to convene into Open Session at 10:30 p.m. Seconded by Commissioner Pedersen and carried unanimously.

OPEN SESSION

Possible Action on Advancement of Qualified Trainees to Paid on Call Fire Fighter/EMT Positions

Motion by Commissioner O'Donnell to ratify Fire Chief Edward Dobernig's recommendation to confirm Change of Status for Jonathon Grek from Trainee to Paid on Call Fire Fighter/EMT. Seconded by Commissioner Pedersen and carried unanimously.

Motion by Commissioner Pedersen to ratify Fire Chief Edward Dobernig's recommendation to confirm Change of Status for Jamie Guenther from Trainee to Paid on Call Emergency Medical Technician. Seconded by Commissioner Lorbiecki and carried unanimously.

The Commission acknowledges the action of Fire Chief Edward Dobernig to terminate 6 Fire Fighters.

The Commission acknowledges the action of Fire Chief Edward Dobernig to accept Notice of Retirement from Shirley Truszynski and Brian O'Day.

The next meeting will be held on April 24, 2002.

Motion by Commissioner O'Donnell to adjourn the meeting at 10:45 P.M. Seconded by Commissioner Pedersen and carried unanimously.

**Renee Lorbiecki, Secretary
Police & Fire Commission**

