

**POLICE AND FIRE COMMISSION**  
**May 11, 2017**

**PFC20170511-1**  
**UNAPPROVED**

A regular meeting of the Police and Fire Commission, City of Cedarburg, Wisconsin, was held on Thursday, May 11, 2017 at the Cedarburg Police Department, W75N444 Wauwatosa Road, Cedarburg, Wisconsin, in the Community Room.

The meeting was called to order by President Robert Carroll at 7:00 p.m.

Roll Call: Present - Robert Carroll, Steve Weber, Jim Salp, Linda Krieg, and Joel Dhein

Also Present – Police Chief Thomas J. Frank, Fire Chief Jeff Vahsholtz

**STATEMENT OF PUBLIC NOTICE**

Robert Carroll acknowledged the agenda for this meeting which was posted and distributed in compliance with Wisconsin Open Meetings Law.

**ELECTION OF PRESIDENT, VICE-PRESIDENT AND SECRETARY; AND ACTION THEREON**

Motion made by Jim Salp, seconded by Steve Weber, to re-elect Robert Carroll as the President. Motion carried without negative vote.

Motion made by Steve Weber, seconded by Jim Salp, to re-elect Joel Dhein as the Vice-President. Motion carried without negative vote.

Motion made by Steve Weber, seconded by Jim Salp, to re-elect Linda Krieg as the Secretary. Motion carried without negative vote.

**APPROVAL OF MINUTES**

Motion made by Jim Salp, seconded by Steve Weber, to approve the minutes from the March 9, 2017 meeting. Motion carried without negative vote.

**UNFINISHED BUSINESS** – None

**NEW BUSINESS**

**Consider New Member Melanie C. Clausing for Active EMS; and Action Thereon**

Motion made by Jim Salp, seconded by Joel Dhein, to confirm Melanie C. Clausing for Active EMS. Motion carried without negative vote.

**Discuss Process for Hiring a Patrol Officer; and Action Thereon**

Chief Frank requested flexibility to possibly combine the patrol officer written test and the physical fitness test to one day or two consecutive days.

Motion was made by Jim Salp, seconded by Joel Dhein to give the Chief the flexibility in scheduling for testing. Motion carried without negative vote.

**Review and Consider Approval of the Promotional Process for Detective Sergeant for Recommendation; and Action Thereon**

Chief Frank advised the process was for candidates to submit a Letter of Intent highlighting their skills. There would be a review of their information and an oral interview would be provided with the Captain and the Chief. There would be a meeting with the Patrol Sergeants for input. The candidate would then be provided to the Police & Fire Commission for approval.

Motion was made by Jim Salp, seconded by Steve Weber, to adopt the promotional process for Detective Sergeant. Motion carried without negative vote.

**Review and Consider Approval of the Promotional Process for Detective Juvenile Officer for Recommendation, if Needed; and Action Thereon**

Chief Frank requested that the same process be approved as discussed above except if the Juvenile Officer was already a representative from the School District.

Motion made by Jim Salp, seconded by John Dhein, to approve the promotional process for Detective Juvenile Officer. Motion carried without negative vote.

**Review and Consider Job Description for Fire Chief; and Action Thereon**

Motion made by Steve Weber, seconded by Jim Salp, to approve the job description for Fire Chief as presented. Motion carried without negative vote.

**Review and Consider Job Description for Fire Inspector; and Action Thereon**

Motion made by Steve Weber, seconded by Jim Salp, to approve the job description for Fire Inspector as presented. Motion carried without negative vote.

**Review and Consider Process to Select a Fire Inspector; and Action Thereon**

Fire Chief Vahsholtz advised the position would be advertised internally for two weeks. If there were no qualified internal candidates it would be posted externally.

Motion made by Jim Salp, seconded by Steve Weber, to adopt the process to select a Fire Inspector. Motion carried without negative vote.

**Review and certify Code of Ethics; and Action Thereon**

Motion made by Jim Salp, seconded by Joel Dhein, to certify the Code of Ethics. Motion carried without negative vote.

**REPORT OF POLICE CHIEF AND FIRE CHIEF**

**Update on Police Department Projects**

Chief Frank reported during the last six months he has been working with the Chief of West Bend to develop a response plan for the County. It is a mutual aid plan that all Chief's and the Sheriff voted on and it's now in place.

**Update on Fire Department Projects**

Chief Vahsholtz reported the Department has purchased two response vehicles from donated money from a School District.

**Confirm Next Meeting (July 13, 2017) and Agenda Items; and Action Thereon**

Chief Frank confirmed the next meeting will be held July 13, 2017.

**ADJOURNMENT**

Motion made by Jim Salp, seconded by Steve Weber, to adjourn the meeting at 8:05 p.m.  
Motion carried without negative vote.

Linda Krieg  
Secretary

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