

POLICE AND FIRE COMMISSION
January 11, 2018

PFC20180111-1
UNAPPROVED

A regular meeting of the Police and Fire Commission, City of Cedarburg, Wisconsin, was held on Thursday, January 11, 2018 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, Joel Dhein, Jim Salp, Steve Weber, Linda Krieg

 Also Present – Chief Thomas J. Frank, Captain Glenn Lindberg, Det. Sgt. McNerney, 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.

APPROVAL OF MINUTES

Motion was made by Jim Salp, seconded by Steve Weber, to approve the October 3, October 4, November 9, and December 14, 2017 minutes. Motion carried without negative vote.

UNFINISHED BUSINESS

Consider Records Retention Policy Relating to the Police & Fire Commission; and Action Thereon

Chief Frank received information from Rick Bayer of Cities and Villages Mutual Insurance Company who advised that State law requires a minimum of seven years retention for hiring documents.

Motion made by Jim Salp, seconded by Steve Weber, to retain Police & Fire Commission documents for seven years. Motion carried without negative vote.

NEW BUSINESS

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

Chief Frank recommended we follow the same promotional process as previously documented.

Motion made by Jim Salp, seconded by Steve Weber, to follow the existing promotional policy. Motion carried without negative vote.

REPORT OF POLICE CHIEF AND FIRE CHIEF

Update on Police Department Projects

Chief Frank advised he is in the final phase for selecting the last dispatcher position. He has ten candidates and will be selecting one.

Update on Fire Department Projects

Chief Vahsholtz advised the Department is currently memorializing the records retention policy, developing the open records policy, and the harassment policy. Once completed, these policies will be incorporated into the Policy & Procedures Manual. Additionally, the department is developing their Value Statement, Mission Statement, and Vision Statement. Finally, the Department is developing a new patch to include their EMS Mission.

Confirm Next Meeting (March 8, 2018) and Agenda Items; and Action Thereon

Chief Frank confirmed the next meeting will be held March 8, 2018.

ADJOURNMENT - CLOSED SESSION

Motion was made by Joel Dhein, seconded by Jim Salp, to adjourn to closed session at 7:25 p.m. pursuant to Wis. Stat. 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, more specifically, to discuss police officer candidates and possible hiring actions. Approval of closed session minutes of November 9 and December 14, 2017.

RECONVENE TO OPEN SESSION

Motion made by Jim Salp, seconded by Steve Weber, to reconvene to open session at 8:07 p.m. Motion carried without a negative vote.

NEW BUSINESS – CONTINUED

Discuss Approval of Police Officer Candidate for Vacant Position; and Action Thereon

The Commission recommended Steven Chojnacki and Benjamin Buckenberger be placed on the eligibility list and given conditional offers to fill the vacant police officer positions. The offers are contingent on passing the medical and drug testing process.

Motion made by Joel Dhein, seconded by Jim Salp, to make conditional offers to Steven Chojnacki and Benjamin Buckenberger. Motion carried without negative vote.

ADJOURNMENT

Motion made by Jim Salp, seconded by Steve Weber, to adjourn the meeting at 8:16 p.m. Motion carried without negative vote.

Linda Krieg
Secretary

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