



**CITY OF NEW BERLIN
POLICE & FIRE COMMISSION - MINUTES
Monday, March 7, 2022**

Public Safety Building

6:00 PM

Please note: Minutes are unofficial until approved by the Police and Fire Commission at the next regularly scheduled meeting

CALL TO ORDER

Commissioner Piontek called the Police & Fire Commission meeting to order at 6:02pm at the Public Safety Building.

ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

Present: Commissioners Lanser, Myers, O'Donnell, Palechek, and Piontek.
Also present: Fire Chief Mark Polzin and Police Chief Jeff Hingiss.

APPROVAL OF MINUTES

November 16, 2021 Meeting Minutes

Motion by Commissioner Myers to approve the November 16, 2021 meeting minutes as written. Seconded by Commissioner Lanser.

Motion Passed 4 to 0, with Commissioner Palechek abstaining.

COMMUNICATIONS

Letter from Chief Polzin dated February 23, 2022 regarding a disciplinary matter-Fire Dept.

BILLS

OLD BUSINESS

- Review Revised PFC Rules & Regulations Document

The Commissioners agreed to the suggested formatting, grammar and punctuation changes recommended by Commissioner Myers and will communicate these to the City Clerk for inclusion in the final revisions. Discussion with the Fire Chief about the intent of the changes to Article VIII resulted in adopting amended language to the opening sentence of Section 8.06 as specified in the motion below.

Motion by Commissioner Piontek to amend Article VIII, Section 8.06 as follows:

“The examination process for each qualified applicant for initial entrance to the position of firefighter/EMT *and any subsequent appointments* shall consist of the following and be administered as follows:” (subparagraphs [a-g] remain unchanged)

The motion also directs the Secretary to obtain input from City legal resources regarding the use of the word “adversely” in Article X, Section 10.12(g) to determine if this phrasing is clear and precise.

Once the City Clerk has made all the approved changes, the new version of the PFC Rules & Regulations shall be signed, published and adopted for use by the Commission in the conduct of its official business. Seconded by Commissioner Polechek.

MOTION Passed 5 to 0.

NEW BUSINESS

Recruitment process update-Fire Department

Chief Polzin stated that the Fire Department has opened up its application process for both full- and part-time positions. The Department is also wrapping up the processing of applicants from the previous recruitment cycle, many of who still need to take the physical readiness test. The budget for FY 2023 will support three (3) additional personnel. In addition, the Department has applied for federal funding that would support up to nine (9) additional personnel for a period of three years without the requirement for the City to provide matching funds.

No action taken.

Promotional processes for Company Officer positions-Fire Department

Chief Polzin has identified that there is no consistent, transparent process in place for personnel aspiring to be appointed as a company officer within the Fire Department. He is currently researching and developing some criteria that make sense for this transition and will present his findings to the PFC for possible adoption and rulemaking.

No action taken.

Chief Officer requirements-Fire Department

Chief Polzin has identified that there is no consistent, transparent process in place for personnel aspiring to be appointed as a chief officer within the Fire Department. He is currently researching and developing some criteria that make sense for this transition and will present his findings to the PFC for possible adoption and rulemaking.

No action taken.

Discussion and Possible action to set a public hearing date for personnel action regarding employment status for members of the New Berlin Fire Department

The Commission has set a public hearing date for personnel action regarding employment status for members of the New Berlin Fire Department as follows:

Monday, March 21, 2022 beginning at 6pm in the Common Council chambers, New Berlin City Hall, 3805 S. Casper Drive, New Berlin, WI 53151

CLOSED SESSION

The basis for the items to be discussed in Closed Session are as enumerated in Section 19.85(1)(f) of the Wisconsin State Statutes: (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, more specifically:

Personnel disciplinary matter-Fire Department

Motion by Commissioner Lanser to enter Closed Session at 6:53pm. Seconded by Commissioner Myers.

Motion Passed 5 to 0.

RECONVENE TO OPEN SESSION

Motion by Commissioner Lanser to Reconvene to Open Session at 7:26pm. Seconded by Commissioner Myers.

Motion Passed 5 to 0.

Discussion and possible action on personnel disciplinary matter-Fire Department

No action taken.

ADJOURN

Motion by Commissioner O'Donnell to Adjourn at 7:27pm. Seconded by Commissioner Lanser.

Motion Passed 5 to 0.

Respectfully submitted,
Michael D. O'Donnell
PFC Secretary