



**CITY OF NEW BERLIN
POLICE & FIRE COMMISSION - MINUTES
Tuesday, December 20, 2022**

Regular Meeting

Public Safety Building

1:00 PM

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

CALL TO ORDER

Commissioner Myers called the Police & Fire Commission meeting to order at 1:00pm at the Public Safety Building.

ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

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

APPROVAL OF MINUTES

November 15, 2022 Minutes

Motion by Commissioner Palechek to approve the November 15, 2022 minutes as written. Seconded by Commissioner O'Donnell.

Motion Passed 3 to 0, with Commissioner Lanser abstaining.

COMMUNICATIONS

Copy of memo from Police Chief Hingiss dated December 13, 2022 regarding a personnel matter.

BILLS

Froedtert Health/Workforce Health Invoice No. 00013032-00 dated November 30, 2022 in the amount of \$290.00 (PO 22521673) for new employee health screening-Police Department

Officer Lisette Ceballos (PO 22521635) dated December 5, 2022 in the amount of \$55.00 for reimbursement of physical ability test fee-Police Department

Officer Jack Goritz (PO 22521639) dated December 5, 2022 in the amount of \$55.00 for reimbursement of physical ability test fee-Police Department

Fire & Police Selection, Inc. Invoice No. 20587 dated December 1, 2022 in the amount of \$940 (PO 22523461) for online firefighter aptitude and character testing-Fire Department

Officer Brandyn Riek (PO 22521659) dated December 13, 2022 in the amount of \$55.00 for reimbursement of physical ability test fee-Police Department

Organization Development Consultants, Inc. Invoice No. 13641 dated December 1, 2022 in the amount of \$1,400.00 (PO 22521660) for new hire psychological assessments-Police Department

Motion by Commissioner Lanser to approve and pay each of the above invoices that occurred during the normal course and scope of business since our last regular meeting. Seconded by Commissioner Palechek.

Motion Passed 4 to 0.

OLD BUSINESS

NEW BUSINESS

- CVMIC PFC Training Module, Session 4-Police Department

Core Function-Discipline Process. Commissioners discussed the content of the materials and shared what insights they gained from watching the segment. None of the scenarios presented in the module created any issues for the Commissioners. Commissioner O'Donnell commented on the need for impartiality and fairness when the PFC is engaged in the disciplinary process and in the disposition of charges. He also asked both Chiefs to explain their current process for receiving citizen complaints. Commissioner Lanser reflected that the current PFC Rules & Regulations outline a fair and efficient process for hearing charges as demonstrated by a recent proceeding that went quite smoothly.

No action taken.

- SAFER grant recruitment update/interview timeline-Fire Department

Chief Polzin indicated that the Department received over 60 applications for the new positions and that first round interviews have been completed. Approximately 30 candidates will be asked back for another panel interview and finalists will be ready for PFC interviews in late January 2023. He indicated that the depth and quality of the pool was better than expected.

No action taken.

- Discussion and adoption of updated PFC Rules & Regulations document

Commissioner O'Donnell indicated that the final edits to the Rules & Regulations document have been made, including a last minute correction to the index page. The City Clerk's Office will generate a final version for signature of the chairperson and secretary. Hard copies of the approved document will be distributed at the January 2023 meeting.

Motion by Commissioner O'Donnell to adopt and publish the updated PFC Rules & Regulations document as corrected. Seconded by Commissioner Palechek.

Motion Passed 4 to 0.

CLOSED SESSION

- The basis for the items to be discussed in Closed Session are as enumerated in Section 19.85(1)(c) 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, more specifically:

Chief's recommendation for Fire/EMS personnel ending their probationary periods-Fire Department

Interview candidate for the position of police officer-Police Department

Motion by Commissioner Lanser to enter into Closed Session at 1:41pm. Seconded by Commissioner Palechek.

Motion Passed 4 to 0.

RECONVENE TO OPEN SESSION

Motion by Commissioner Lanser to reconvene in Open Session at 2:08pm. Seconded by Commissioner O'Donnell.

Motion Passed 4 to 0.

- Discussion and possible action on ending the probationary period for Fire/EMS personnel-Fire Department

Motion by Commissioner Palechek to ratify the recommendation of Chief Polzin to end the probationary period for the following FF/EMS personnel and make them permanent personnel, effective October 18, 2022: Joshua Seamars

Seconded by Commissioner Lanser.

Motion Passed 4 to 0.

- Discussion and possible action on establishing an eligibility list for the position of police officer-Police Department

Motion by Commissioner Lanser to add the following name to the eligibility list for the position of police officer previously created at the November 15, 2022 PFC meeting: Tyler Batchelor

The list is valid for a period of one (1) year from original creation and all newly hired police personnel are subject to a probationary period as specified in the prevailing Rules & Regulations of the City of New Berlin Police & Fire Commission. Seconded by Commissioner Palechek.

Motion Passed 4 to 0.

ADJOURN

Motion by Commissioner Myers to Adjourn at 2:14pm. Seconded by Commissioner Palechek.

Motion Passed 4 to 0.

Respectfully submitted,
Michael D. O'Donnell
PFC Secretary