



Police and Fire Commission MEETING AGENDA

August 15, 2023 - 1:00 PM
Public Safety Building
16300 W. National Avenue

Published: 8/9/2023

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
3. **APPROVAL OF MINUTES**
 - A. June 20, 2023 Meeting Minutes
4. **COMMUNICATIONS**
5. **BILLS**
6. **OLD BUSINESS**
 - A. Update on possible Lieutenant promotional process - Fire Department
7. **NEW BUSINESS**
8. **CLOSED SESSION**
 - A. The basis for the items to be discussed in Closed Session is as enumerated in Section 19.85(1)(c) of the Wisconsin Statutes: Considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility, more specifically:
 - B. Interview applicants for the position of Firefighter/EMS personnel - Fire Department
9. **RECONVENE TO OPEN SESSION**
 - A. Discussion and possible action re: establishment of an eligibility list for the position of Firefighter/EMS personnel - Fire Department
10. **ADJOURN**

Supplemental Information:

- The meeting agenda and agenda packet are available online at www.NewBerlin.org. The minutes are published online and are approved at the next regularly scheduled meeting.
- It is possible that action will be taken on any of the items on the agenda and that the agenda may be discussed in any order.
- You may provide comments to the City Clerk via email at CitizenComments@NewBerlin.org. Comments will be forwarded to the Mayor and members of the governing body. Emailed comments are not read during the meeting.
- The City of New Berlin strives to host inclusive, accessible meetings that enable all individuals to engage and participate fully. Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible, please contact City Clerk Rubina R. Medina at (262) 786-8610 or via email at CityClerk@NewBerlinWI.gov at least 48 hours before the scheduled meeting time. Efforts will be made to accommodate the needs of disabled individuals through appropriate aids and/or services.
- It is also possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to in the above notice.



Police and Fire Commission MEETING MINUTES

June 20, 2023 - 1:00 PM
Public Safety Building
16300 W. National Avenue

Please note: Minutes are unofficial until approved at the next regular scheduled meeting.

MINUTES

1. CALL TO ORDER

Commissioner Piontek called the Police & Fire Commission meeting to order at 1:03 pm at the Public Safety Building.

2. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

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

3. APPROVAL OF MINUTES

A. May 16, 2023 Meeting Minutes

Deferred until next regularly scheduled meeting due to lack of quorum for Commissioners present at the May 16, 2023 session.

4. COMMUNICATIONS

Copy of a letter dated June 16, 2023 from Chief Hingiss regarding a personnel matter

5. BILLS

Fire & Police Selection, Inc. Invoice No. 20948 dated June 8, 2023 (PO 23523214) in the amount of \$120.00 for firefighter aptitude and character test access codes.

Motion by Commissioner Palechek to approve the above invoice which was processed since the last monthly meeting of the PFC. Seconded by Commissioner Lanser.

Motion Passed 4 to 0.

6. OLD BUSINESS

A. Update on recruitment process - Fire Department

Chief Polzin indicated that command staff interviews for new firefighter/EMS personnel were being conducted during the current week with the goal of presenting up to four (4) finalists for interviews with the PFC at its July meeting.

B. Establish interview schedule for new personnel - Fire Department

Interviews will be scheduled for the next PFC meeting on July 11, 2023.

7. NEW BUSINESS

A. Election of PFC Officers

Election of Chairperson

Motion by Commissioner Lanser to nominate Richard Piontek as Chairperson. Seconded by Commissioner Palechek.

Motion Passed 4 to 0.

Motion by Commissioner Palechek to close nominations for Chairperson. Seconded by Commissioner Lanser.

Motion Passed 4 to 0.

Motion by Commissioner Lanser to elect Richard Piontek as Chairperson. Seconded by Commissioner Palechek.

Motion Passed 4 to 0.

Election of Secretary

Motion by Commissioner Lanser to nominate Michael O'Donnell as Secretary. Seconded by Commissioner Palechek.

Motion Passed 4 to 0.

Motion by Commissioner Palechek to close nominations for Secretary. Seconded by Commissioner Lanser.
Motion Passed 4 to 0.

Motion by Commissioner Lanser to elect Michael O'Donnell as Secretary. Seconded by Commissioner Palechek.

Motion Passed 4 to 0.

B. Discussion of meeting day/time for the remainder of 2023

The Commissioners agreed to keep the third Tuesday of the month at 1pm as the regular meeting day/time.
The July meeting will be changed to July 11, 2023.

8. CLOSED SESSION

A. The basis for the items to be discussed in Closed Session is as enumerated in Section 19.85(1)(c) of the Wisconsin Statutes: Considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility, more specifically:

Motion by Commissioner O'Donnell to enter into Closed Session at 1:18pm. Seconded by Commissioner Lanser.

Motion Passed 4 to 0.

B. Interview applicant for new hire Police Officer position - Police Department

9. RECONVENE TO OPEN SESSION

Motion by Commissioner Lanser to reconvene in Open Session at 1:38 pm. Seconded by Commissioner Palechek.

Motion Passed 4 to 0.

A. Discussion and possible action on establishing an eligibility list for new hire Police Officer personnel - Police Department

Motion by Commissioner O'Donnell to create an eligibility list for the position of Police Officer within the New Berlin Police Department with the following name: Sawyer E. Schultz

This eligibility list expires in one (1) year and all newly hired personnel are required to serve a probationary period as specified in the prevailing Rules & Regulations of the New Berlin Police and Fire Commission.
Seconded by Commissioner Palechek.

Motion Passed 4 to 0.

10. ADJOURN

Motion by Commissioner Lanser to Adjourn at 1:39 pm. Seconded by Commissioner Palechek.

Motion Passed 4 to 0.

Respectfully submitted,
Michael D. O'Donnell
PFC Secretary