



Police and Fire Commission MEETING MINUTES

August 15, 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 1:02pm at the Public Safety Building.

2. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

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

3. APPROVAL OF MINUTES

A. June 20, 2023 Meeting Minutes

Motion by Commissioner Palechek to approve the June 20, 2023 minutes as written. Seconded by Commissioner Lanser.

Motion Passed 4 to 0, with Commissioner Myers abstaining.

4. COMMUNICATIONS

None.

5. BILLS

Sawyer Schultz, police officer applicant, PO 23521394 dated July 12, 2023 in the amount of \$55.00, representing reimbursement of the CPAT physical testing fee imposed by the Waukesha YMCA-Police Department

Fire & Police Selection, Inc. Invoice No. 20298 (PO 23523267) dated July 5, 2023 in the amount of \$750.00 for annual online testing fees and access to Candidate Orientation Guide

Craig Childs, PhD, SC Invoice No. 3489 (PO 23523300) dated August 10, 2023 in the amount of \$2,000.00 for four (4) new hire evaluations-Fire Department

Froedtert Workforce Health, Invoice No. 00015113-00 (PO 23521443) dated July 31, 2023 in the amount of \$147.00 for a new hire pre-employment health screening-Police Department

Motion by Commissioner Lanser to approve the above invoices which were processed since the last monthly meeting of the PFC. Seconded by Commissioner Piontek.

Motion Passed 5 to 0.

6. OLD BUSINESS

A. Update on possible Lieutenant promotional process - Fire Department

Chief Polzin presented an overview of his plan to create a promotional process that is fair, unbiased and transparent, as well as consistent with the current union contract language and PFC Rules & Regulations. The process includes five steps: a written assignment based on an adaptive challenge, an assessment center, a chief-led interview, a role play simulation and a fire scene scenario. The plan includes testing materials developed by FPSI, the company with which the Fire Department currently contracts for initial

applicant testing. Chief Polzin also discussed the budgetary implications of this process and the timeline with which he will implement it.

No action taken.

7. NEW BUSINESS

None.

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 1:31pm. Seconded by Commissioner Myers.

Motion Passed 5 to 0.

- B.** Interview applicants for the position of Firefighter/EMS personnel - Fire Department

9. RECONVENE TO OPEN SESSION

Motion by Commissioner Myers to reconvene in Open Session at 2:51pm. Seconded by Commissioner Palechek.

Motion Passed 5 to 0.

- A.** Discussion and possible action re: establishment of an eligibility list for the position of Firefighter/EMS personnel - Fire Department

Motion by Commissioner Piontek to establish an eligibility list for the position of Firefighter/EMS personnel with the following names: *Cesar Cervantes, Alexander Hines, Chloe Miller, and Israel Santa Maria*. The list is valid for a period of one (1) year and all newly hired personnel are subject to a probationary period consistent with the prevailing Rules & Regulations of the New Berlin Police & Fire Commission. Seconded by Commissioner Palechek.

Motion Passed 5 to 0.

10. ADJOURN

Motion by Commissioner O'Donnell to Adjourn at 2:53pm. Seconded by Commissioner Palechek.

Motion Passed 5 to 0.

Respectfully submitted,
Michael D. O'Donnell
PFC Secretary