



Police and Fire Commission MEETING AGENDA

September 19, 2023 - 1:00 PM
Public Safety Building
16300 W. National Avenue

Published: 9/13/2023

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
3. **APPROVAL OF MINUTES**
 - A. May 16, 2023 Police and Fire Commission meeting minutes
 - B. August 15, 2023 Police and Fire Commission meeting minutes
4. **COMMUNICATIONS**
5. **BILLS**
6. **OLD BUSINESS**
 - A. Discussion and possible action on 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. Discussion with Dr. Craig Childs regarding Firefighter/EMS personnel psychological assessments and evaluations - Fire Department
9. **RECONVENE TO OPEN SESSION**
 - A. Discussion and possible action on Firefighter/EMS personnel psychological assessments and evaluations - 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

May 16, 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 1:00pm at the Public Safety Building.

2. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

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

3. APPROVAL OF MINUTES

A. April 18, 2023 Police and Fire Commission Meeting Minutes

Motion by Commissioner Myers to approve the April 18, 2023 minutes as written. Seconded by Commissioner Piontek.

Motion Passed 3 to 0.

4. COMMUNICATIONS

None.

5. BILLS

None.

6. OLD BUSINESS

A. Update on new hire application process - Fire Department

Chief Polzin indicated that one of the nine newly hired probationary firefighter/EMTs has resigned to take a position in Madison. There are seventeen (17) applicants who meet the minimum qualifications and an additional five (5) more applicants being currently vetted to fill existing vacancies. Interviews with the Commission for potential new hires will most likely occur in July.

No action taken.

B. Update on possible Lieutenant promotional process - Fire Department

Chief Polzin indicated that several of the currently employed NBFD Lieutenants are interviewing with other departments and, if they leave, may create vacancies/promotional opportunities. He has looked at the process used by NBPD and is considering adapting a modified version for the Commission to consider at a future meeting. At the present time, there is only one Lieutenant position vacant.

No action taken.

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 governmental body has jurisdiction or exercises responsibility, more specifically:

Motion by Commissioner O'Donnell to enter into Closed Session at 1:17pm. Seconded by Commissioner Piontek.

Motion Passed 3 to 0.

- B. Interview applicants for the position of Police Officer - Police Department
- C. Consider removing probationary status for police personnel - Police Department

9. RECONVENE TO OPEN SESSION

Motion by Commissioner O'Donnell to reconvene in Open Session at 1:46pm. Seconded by Commissioner Myers.

Motion Passed 3 to 0.

- A. Discussion and possible establishment of an eligibility list for the position of Police Officer - Police Department

Motion by Commissioner Piontek to establish an eligibility list with the following name: Cade Golembeck. 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 Myers.

Motion Passed 3 to 0.

- B. Discussion and possible action on the recommendation of the Police Chief to end the probationary period of police personnel - Police Department

Motion by Commissioner Myers to ratify the recommendation of Chief Hingiss to terminate the probationary period for the following three (3) police officers and grant them permanent status, effective June 10, 2023: Leena Hamdan, Scott Johnson, and John Leskinen. Seconded by Commissioner Piontek.

Motion Passed 3 to 0.

10. ADJOURN

Motion by Commissioner O'Donnell to Adjourn at 1:48pm. Seconded by Commissioner Piontek.

Motion Passed 3 to 0.

Respectfully submitted,
Michael D. O'Donnell
PFC Secretary



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