



Police and Fire Commission MEETING AGENDA

February 27, 2024 - 1:00 PM
Public Safety Building
16300 W. National Avenue

Published: 02/16/2024

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
3. **APPROVAL OF MINUTES**
 - A. January 19, 2024, PFC Meeting Minutes
4. **COMMUNICATIONS**
5. **BILLS**
6. **OLD BUSINESS**
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 candidate for position of Deputy Fire Chief for Administration-Fire Department
 - C. Update on recruitment/screening processes for other vacant positions-Fire Department
9. **RECONVENE TO OPEN SESSION**
 - A. Discussion and possible establishment of an eligibility list for the position of Deputy Fire Chief for Administration-Fire Department
 - B. Discussion and possible action on recruitment/screening processes for other vacant positions-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

January 19, 2024 - 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 meeting to order at 1:00 PM.

2. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

Present: Commissioner O'Donnell, Commissioner Palechek, Commissioner Piontek

Excused: Commissioner Larry Myers, Commissioner Mary Claire Lanser, Police Chief Jeff Hingiss

Staff Present: Fire Chief Mark Polzin, Human Resources Director Melissa Beck

3. APPROVAL OF MINUTES

A. December 27, 2023 PFC Meeting Minutes

MOTION: Motion to Approve

VOTE: Motion by: Commissioner Palechek
Second by: Commissioner Piontek
Motion Passed 3-0

4. COMMUNICATIONS

Email from Amanda Barske, IAFF Local 4724 Vice President, dated December 27, 2023, regarding NBFD fire/EMS personnel retention.

5. BILLS

Fire & Police Selection, Inc. Invoice No. 21380 dated January 4, 2024, in the amount of \$180.00 (PO 24523007) for nine (9) FACT test codes -Fire Department.

MOTION: Motion to Approve and pay the invoice that was received during the normal course and scope of business since our last regular meeting.

VOTE: Motion by: Commissioner O'Donnell
Second by: Commissioner Piontek
Motion Passed 3-0

6. OLD BUSINESS

7. NEW BUSINESS

Ms. Beck introduced herself to the Commissioners and a brief discussion took place regarding her role in city government and how certain HR processes work. Ms. Beck then left the meeting.
No action taken.

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: Motion to Enter Closed Session at 1:21 PM

VOTE: Motion by: Commissioner Palechek
Second by: Commissioner Piontek
Motion Passed 3-0

- B.** Fire Chief's recommendations to end probationary status of Firefighter/EMS personnel - Fire Department

9. RECONVENE TO OPEN SESSION

MOTION: Motion to Return to open session at 1:31 PM

VOTE: Motion by: Commissioner O'Donnell
Second by: Commissioner Palechek
Motion Passed 3-0

- A.** Discussion and possible action regarding Fire Chief's recommendations to end the probationary period for Firefighter/EMS personnel - Fire Department

MOTION: Motion to ratify the recommendation of Chief Polzin to end the probationary periods for FF Tyler Hanna and FF Kevin Wolffersdorff , and grant them permanent status effective January 18, 2024.

VOTE: Motion by: Commissioner Piontek
Second by: Commissioner Palechek
Motion Passed 3-0

No action was taken on the probationary status of FF Shayne Chelminiak at this time.

10. ADJOURN

MOTION: Motion to Adjourn at 1:32 PM

VOTE: Motion by: Commissioner Palechek
Second by: Commissioner O'Donnell
Motion 3-0