



Police and Fire Commission MEETING AGENDA

March 19, 2024 - 1:00 PM
Public Safety Building
16300 W. National Avenue

Published: 3/16/2024

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
3. **APPROVAL OF MINUTES**
 - A. February 27, 2024, PFC Meeting Minutes
4. **COMMUNICATIONS**
5. **BILLS**
 - A. Fire and Police Selection, Invoice No. 21492 dated March 12, 2024, in the amount of \$700 for police recruit testing - Police Department
6. **OLD BUSINESS**
7. **NEW BUSINESS**
 - A. 2023 Goals & Objectives (final) - Police Department
 - B. 2024 Goals & Objectives - Police Department
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. 2023 Self-Evaluation - Police Chief
 - C. Review of staffing and 2024 resignations - Police Department
 - D. Interview candidate for the position of Battalion Chief - Fire Department
 - E. Interview candidates for the position of Firefighter/EMS personnel - Fire Department
9. **RECONVENE TO OPEN SESSION**
 - A. Discussion and possible action on self-evaluation of Police Chief - Police Department
 - B. Discussion and possible action on staffing and 2024 resignations - Police Department
 - C. Discussion and possible establishment of an eligibility list for the position of Battalion Chief - Fire Department
 - D. Discussion and possible 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

February 27, 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 1:01pm at the Public Safety Building

2. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

Commissioner Piontek took the roll call as follows:

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

Staff Present: Fire Chief Mark Polzin, Police Chief Jeff Hingiss, Assistant Chief Steve Kon and Human Resources Director Melissa Beck

3. APPROVAL OF MINUTES

A. January 19, 2024, PFC Meeting Minutes

MOTION: Motion to Approve

VOTE: Motion by: Commissioner Palechek
Second by: Commissioner Piontek
Motion Passed 3-0 with Commissioners Lanser and Myers abstaining.

4. COMMUNICATIONS

None.

5. BILLS

- A. Fire & Police Selection, Inc. Invoice No. 21430 dated February 2, 2024, in the amount of \$460.00 (PO 24523051) for twenty-three (23) FACT test codes -Fire Department
- B. Organization Development Consultants, Inc. Invoice No. 13997 dated February 1, 2024 in the amount of \$735.00 (PO 24523062) for a psychological assessment-Fire Department

MOTION: Motion to Approve

VOTE: Motion by: Commissioner Palechek
Second by: Commissioner Lanser
Motion Passed 5-0

6. OLD BUSINESS

Commissioner Myers inquired about the possibility of the mayor attending a future meeting to discuss organizational structure and position realignment of the Fire Department as discussed in a previous PFC meeting. Commissioner Piontek met with the mayor and stated Mayor Dave Ament will be scheduling time with the Commission in the near future. The invitation will also be extended to Alderman John Hopkins who is the Council liaison for public safety.

No action taken.

7. NEW BUSINESS

Chief Hingiss mentioned that the Police Department has begun the recruitment/selection process to fill up to three (3) vacant positions. He will be scheduling interviews for the April PFC meeting.

No action taken.

8. CLOSED SESSION

MOTION: Motion to Enter Closed Session at 1:14pm

VOTE: Motion by: Commissioner Lanser
Second by: Commissioner Palechek
Motion Passed 5-0

- 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:
Note: At this time Chief Hingiss, Assistant Chief Kon and Melissa Beck left the meeting.
- 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

MOTION: Motion to Return to open session at 1:53pm

VOTE: Motion by: Commissioner O'Donnell
Second by: Commissioner Palechek
Motion Passed 5-0

- A.** Discussion and possible establishment of an eligibility list for the position of Deputy Fire Chief for Administration-Fire Department

MOTION: Motion to Approve to establish an eligibility list for the position of Deputy Fire Chief for Administration with one (1) name : *Christopher K. Pierce*. The list is valid for a period of one (1) year and the incumbent is subject to a probationary period consistent with the prevailing Rules & Regulations of the City of New Berlin Police & Fire Commission.

VOTE: Motion by: Commissioner Lanser
Second by: Commissioner Palechek
Motion Passed 5-0

- B.** Discussion and possible action on recruitment/screening processes for other vacant positions-Fire Department

No action taken.

10. ADJOURN

MOTION: Motion to Adjourn at 2:12pm

VOTE: Motion by: Commissioner O'Donnell
Second by: Commissioner Lanser
Motion Passed 5-0

Respectfully Submitted,
Michael D. O'Donnell
PFC Secretary