



Police and Fire Commission MEETING AGENDA

June 18, 2024 - 1:00 PM
Public Safety Building
16300 W. National Avenue

Published: June 9, 2024

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
3. **APPROVAL OF MINUTES**
 - A. May 21, 2024, Police and Fire Commission meeting minutes
4. **COMMUNICATIONS**
5. **BILLS**
 - A. Action will be taken on invoices that were received during the normal course and scope of business since the last PFC meeting.
6. **OLD BUSINESS**
7. **NEW BUSINESS**
 - A. Election of PFC Chairperson
 - B. Election of PFC Secretary
 - C. Discussion and possible action regarding updates/edits to PFC Rules & Regulations
8. **CLOSED SESSION**

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:

 - A. Personnel Update - Fire Department
 - B. Review/Discuss Police Chief's recommendation to end the probationary period of Police Officers - Police Department
9. **RECONVENE TO OPEN SESSION**
 - A. Discussion and possible action regarding personnel matters - Fire Department
 - B. Discussion and possible action to end the probationary period for Police Officers - Police Department
10. **ADJOURN**

Supplemental Information:

- *The meeting agenda and agenda packet are available online at www.NewBerlinWI.gov*
- *The minutes are published online and are approved at the next regularly scheduled meeting.*
- *Action may be taken on any of the agenda items and the agenda may be discussed in any order.*
- *You may email comments to the City Clerk at CitizenComments@NewBerlinWI.gov. The comments will be forwarded to the mayor and governing body members. The emailed comments are not read during the meeting.*
- *The City of New Berlin is committed to hosting inclusive, accessible meetings. We strive to enable all individuals, regardless of their abilities, to engage and participate fully. If you have a qualifying disability under the Americans with Disabilities Act that requires the meeting to be accessible, please contact the Office of the City Clerk at (262) 786-8610 or via email at ClerksOffice@NewBerlinWI.gov at least 48 hours before the scheduled meeting time. We will make every effort to accommodate your needs through appropriate aids and/or services.*
- *It is also possible that members of and possibly a quorum of other municipal governmental bodies may attend the above-stated meeting to gather information; any governmental body will take no action at the above-stated meeting other than the governmental body specifically referred to in the above meeting notice.*



Police and Fire Commission MEETING MINUTES

May 21, 2024 - 1:00 PM
Public Safety Building
16300 W. National Avenue

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

MINUTES

1. CALL TO ORDER

Commissioner Piontek called the meeting to order at 1:01 pm at the Public Safety Building.

2. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

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

3. APPROVAL OF MINUTES

A. April 16, 2024 Police & Fire Commission Meeting Minutes

Motion by Commissioner Palechek to approve the April 16, 2024, minutes as written. Seconded by Commissioner Lanser.

The motion Passed 4 to 0, with Commissioner O'Donnell abstaining.

4. COMMUNICATIONS

None.

5. BILLS

A. Discussion and possible action will be taken on invoices that were received during the normal course and scope of business since the last PFC meeting

- Craig D. Childs, PhD, Invoice No. 3735 dated April 3, 2024 (PO 24523147) in the amount of \$1,000.00 for two new hire evaluations-Fire Department
- Froedtert Health/Workforce Health, Invoice No. 00017344-00 dated March 31, 2024 (PO 24523150) in the amount of \$1,694.00 for new hire physicals-Fire Department
- Organization Development Consultants, Inc., Invoice No. 14043 dated April 1, 2024 (PO 24523175) in the amount of \$1,562.50 for new hire assessment-Fire Department
- Organization Development Consultants, Inc., Invoice No. 14065 dated May 1, 2024 (PO 24521275) in the amount of \$2,205.00 for new hire police officer assessments-Police Department
- Officer Nicholas Hartung, \$65.00 (PO 24521276) reimbursement for physical readiness test-Police Department
- Officer Dillon Kelley, \$65.00 (PO 24521277) reimbursement for physical readiness test-Police Department
- Officer Andrew Ochs, \$65.00 (PO 24521278) reimbursement for physical readiness test-Police Department
- Officer Miladin Stojanovic, \$65.00 (PO 24521279) reimbursement for physical readiness test-Police Department
- Fire & Police Selection, Inc., Invoice No. 21649 dated May 14, 2024 (PO 24523206) in the amount of \$1,555.50 for lease of promotional assessment package for company officer testing-Fire Department

Motion by Commissioner Palechek to approve the above invoices which were already processed in the normal course and scope of PFC business since the last meeting. Seconded by Commissioner Piontek.

Motion Passed 5 to 0.

6. OLD BUSINESS

- A. Update on scheduling invited guests to attend a future PFC meeting - Chairman Piontek
Chairman Piontek has connected with the Mayor and Alderman Hopkins to invite them to an upcoming PFC meeting. He reached out to Dr. Schroeder via email but has not heard back from him to date. Scheduling these sessions will occur beginning this summer, perhaps as early as July.

7. NEW BUSINESS

Commissioner O'Donnell reminded the Commissioners that election of PFC Officers will occur at the June meeting. He also suggested that the Commissioners review the current PFC Rules & Regulations document and bring forth any recommended changes at the next meeting. Chief Polzin commented that he and Chief Hingiss are working with the City HR Director to align Public Safety personnel practices and procedures and that perhaps she would also have some recommendations to bring to the Commission. Commissioner O'Donnell volunteered to liaise with Ms. Beck before the next meeting to gather any language changes or process improvements to add to our future discussion.

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 Lanser to enter into Closed Session at 1:12 pm. Seconded by Commissioner Palechek.

Motion Passed 5 to 0.

- B. Interview applicant for the position of Police Officer - Police Department
- C. Review/Discuss the Police Chief's recommendation to end the probationary period of Police Officers - Police Department
- D. Interview personnel for possible promotion to the position of Lieutenant - Fire Department

9. RECONVENE TO OPEN SESSION

Motion by Commissioner Palechek to reconvene in Open Session at 2:19 pm. Seconded by Commissioner Lanser.

Motion Passed 5 to 0.

- A. Discussion and possible establishment of an eligibility list for the position of Police Officer - Police Department
Motion by Commissioner O'Donnell to establish an eligibility list for the position of Police Officer with the following name: Nicholas G. Hartung
The list expires in one (1) year and all personnel hired are subject to a probationary period consistent with the prevailing Rules & Regulations of the City of New Berlin Police and Fire Commission. Seconded by Commissioner Palechek.

Motion Passed 5 to 0.

- B. Discussion and possible action to end the probationary period for Police Officers - Police Department
Motion by Commissioner Myers to ratify the recommendation of Chief Hingiss to terminate the probationary periods for the following Police Officers: Tyler Betker, Jennifer Jimenez Aguirre, and Nolan Ochs. Permanent status is granted to these three Officers as of June 9, 2024. Seconded by Commissioner Palechek.

Motion passed 5 to 0.

- C. Discussion and possible action on ratifying the Fire Chief's recommendations for personnel to be promoted to the position of Lieutenant - Fire Department
- Motion** by Commissioner Lanser to ratify the recommendation of Chief Polzin to promote the following personnel to the position of Lieutenant: Jason Kubiszewski and Marco Pelicario. Personnel selected for promotion serve a probationary period consistent with the prevailing Rules & Regulations of the City of New Berlin Police and Fire Commission. Seconded by Commissioner Palechek.

Motion passed 5 to 0.

10. **ADJOURN**

Motion by Commissioner O'Donnell Adjourn at 2:22 pm. Seconded by Commissioner Piontek.

Motion Passed 5 to 0.

Respectfully submitted,
Michael D. O'Donnell
PFC Secretary