



Police and Fire Commission MEETING AGENDA

July 16, 2024 - 1:00 PM
Public Safety Building
16300 W. National Avenue

Published: 7/11/2024

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
3. **APPROVAL OF MINUTES**
 - A. June 18, 2024 PFC 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**
 - A. Discussion and possible action on changes/edits to the PFC Rules & Regulations
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:
 - B. Personnel Update - Fire Department
 - C. Discussion with Public Safety Liaison to Common Council - Alderman Hopkins
9. **RECONVENE TO OPEN SESSION**
 - A. Discussion and possible action on Personnel Update - Fire Department
 - B. Discussion and possible action related to Public Safety Liaison - Alderman Hopkins
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

June 18, 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

2. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

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

Staff Present: Police Chief Hingiss, Fire Chief Polzin, HR Director Melissa Beck

3. APPROVAL OF MINUTES

A. May 21, 2024, Police and Fire Commission meeting minutes

MOTION: Motion to Approve

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

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.

MOTION: Motion to Approve Fire & Police Selection, Inc., Invoice No. 21702 dated June 6, 2024 (PO 24523242) in the amount of \$140.00 for FACT test codes for new hire Firefighter/EMS personnel-Fire Department

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

6. OLD BUSINESS

7. NEW BUSINESS

A. Election of PFC Chairperson

MOTION: Motion to nominate and elect Richard Piontek as PFC Chairperson

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

B. Election of PFC Secretary

MOTION: Motion to nominate and elect Michael O'Donnell as PFC Secretary

VOTE: Motion by: Commissioner Piontek
Second by: Commissioner Palechek
Motion 5-0

C. Discussion and possible action regarding updates/edits to PFC Rules & Regulations

It became apparent during the recent fire department recruitment process that some of the language, procedures and practices contained in the current PFC Rules & Regulations document needed updating. Ms. Beck recently met with both Chiefs and then with Commission Secretary O'Donnell to begin aligning the Rules & Regulations with contemporary HR best practices, current Department procedures and published LESB standards affecting law enforcement personnel. Proposed changes were highlighted in a "Track Changes" document that was circulated and discussed during the Open Session. Additional updates, changes and edits were identified for future discussion.

No action taken.

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

MOTION: Motion to Enter Closed Session at 2:42 pm

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

Commissioner Lanser was excused from the meeting at 2:48 pm

9. RECONVENE TO OPEN SESSION

MOTION: Motion to Return to open session at 2:53 pm

VOTE: Motion by: Commissioner O'Donnell
Second by: Commissioner Palechek
Motion Passed 4-0

A. Discussion and possible action regarding personnel matters - Fire Department

No action taken

B. Discussion and possible action to end the probationary period for Police Officers - Police Department

MOTION: Motion to ratify the recommendation of Chief Hingiss to terminate the probationary periods for the following Police Officers: Jack Goritz, Brandyn Riek, and Nicholas Stanczyk. Permanent status is granted to these three Officers as of July 2, 2024.

VOTE: Motion by: Commissioner Myers
Second by: Commissioner Palechek
Motion 4-0

10. ADJOURN

Respectfully Submitted,

Michael D. O'Donnell, PFC Secretary