



Police and Fire Commission MEETING AGENDA

August 20, 2024 - 1:00 PM
Public Safety Building
16300 W. National Avenue

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
3. **APPROVAL OF MINUTES**
 - A. July 16, 2024 Meeting Minutes
 - B. August 13, 2024 Special 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 updates to the Rules & Regulations document of the Police & Fire Commission
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. Interview applicant for promotion to the position of Lieutenant-Fire Department
 - C. Personnel Update-Fire Department
9. **RECONVENE TO OPEN SESSION**
 - A. Discussion and possible ratification of Chief Polzin's recommendation for promotion of Firefighter/EMS personnel to the position of Lieutenant-Fire Department
 - B. Discussion and possible action on Personnel Update-Fire 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

July 16, 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 1:00 PM

2. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

Present: Commissioner Myers, Commissioner O'Donnell, Commissioner Palechek, Commissioner Piontek
Excused: Commissioner Mary Claire Lanser

Also Present: Fire Chief Mark Polzin, Alderperson John Hopkins

3. APPROVAL OF MINUTES

A. June 18, 2024 PFC Meeting Minutes

MOTION: Motion to Approve

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

4. COMMUNICATIONS

Budget worksheet from the City Finance Department due back August 15, 2024.

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

1. Organization Development Consultants, Inc., Invoice No. 14085 dated June 26, 2024 (PO 24521368) in the amount of \$735.00 for new hire police officer assessment-Police Department
2. Froedtert Health/Workforce Health, Invoice No. 00017061-00 dated February 29, 2024 (PO 24523272) in the amount of \$1,189.00 for new hire physicals-Fire Department
3. Fire & Police Selection, Inc., Invoice No. 21760 dated July 12, 2024 (PO 24523309) in the amount of \$1,135.00 for Firefighter Aptitude and Character Test (FACT) blanks-Fire Department

MOTION: Motion to Approve

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

6. OLD BUSINESS

A. Discussion and possible action on changes/edits to the PFC Rules & Regulations

This item was tabled until the August meeting to give more time for the document to be updated and to allow for additional discussion about issues of concern to the Commissioners.

7. NEW BUSINESS

None

8. CLOSED SESSION

MOTION: Motion to Enter Closed Session at 1:16 PM

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

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 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

MOTION: Motion to Return to open session at 2:13 PM

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

A. Discussion and possible action on Personnel Update - Fire Department

No action taken.

B. Discussion and possible action related to Public Safety Liaison - Alderman Hopkins

No action taken.

10. ADJOURN

MOTION: Motion to Adjourn at 2:14 PM

VOTE: Motion by: Commissioner O'Donnell
Second by: Commissioner Piontek

Motion Passed 4-0

***Respectfully Submitted,
Michael D. O'Donnell
PFC Secretary***

Police and Fire Commission Special Session MEETING MINUTES



August 13, 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 1:00 PM

2. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

Present: Commissioner Myers, Commissioner O'Donnell, Commissioner Piontek
Excused: Commissioner Mary Claire Lanser, Commissioner Pat Palechek

Staff Present: Fire Chief Mark Polzin

3. CLOSED SESSION

MOTION: Motion to Enter Closed Session at 1:01 PM

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

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 governmental body has jurisdiction or exercises responsibility, more specifically:

B. Interview applicants for the position of Firefighter/EMS personnel - Fire Department

4. RECONVENE TO OPEN SESSION

MOTION: Motion to Return to open session at 3:12 PM

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

A. Discussion and possible establishment of an Eligibility List for the position of Firefighter/EMS personnel - Fire Department

MOTION: Motion to establish an Eligibility List for the position of Firefighter/EMS

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

Motion to establish an Eligibility List for the position of Firefighter/EMS personnel with the following names: Timothy P. Collins, John N. Dimassis, Ryan J. David, Matthew E. Watkinson, Christian E. Stuebs, Michael S. Prestegard, and Tyler D. Bell

The list expires in one (1) year and all new personnel hired from this list must successfully complete a probationary period consistent with the prevailing Rules & Regulations of the New Berlin Police and Fire Commission.

5. ADJOURN

MOTION: Motion to Adjourn at 3:15 PM

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

***Respectfully Submitted,
Michael D. O'Donnell, PFC Secretary***