



Police and Fire Commission Meeting Agenda

February 18, 2025 - 1:00 PM
Public Safety Building
16300 W. National Avenue

Published: February 6, 2025

Agenda Amended: February 6, 2025

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
3. **APPROVAL OF MINUTES**
 - A. December 17, 2024 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 related to recommended changes 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. Organization and Personnel Updates-Police Department
 - C. Interview candidate for Division Chief-Fire Department
 - D. Interview candidate for Battalion Chief-Fire Department
 - E. Interview candidates for entry-level Firefighter/EMS Personnel-Fire Department
9. **RECONVENE TO OPEN SESSION**
 - A. Discussion and possible action regarding organization and personnel updates-Police Department
 - B. Discussion and possible action regarding the Fire Chief's recommendation for the appointment of Division Chief-Fire Department
 - C. Discussion and possible action regarding the Fire Chief's recommendation for the appointment of Battalion Chief-Fire Department

- D. Discussion and possible action regarding the establishment of an eligibility list for entry-level Firefighter/EMS Personnel-Fire Department

10. ADJOURN

Additional Information

- The agenda packet, including supplemental information related to agenda items, is available online at www.NewBerlinWI.gov. Once finalized by the governing body, approved meeting minutes will also be posted online.
- Agenda items may be taken out of order at the governing body's discretion.
- Members, and possibly a quorum, of other municipal governmental bodies may attend this meeting to gather information. However, no action will be taken by any governmental body other than the one referenced in this notice.
- Accommodations will be provided under the Americans with Disabilities Act (ADA) to meet the needs of individuals with disabilities. If you require assistance or appropriate aids and services, please contact the Office of the City Clerk at (262) 786-8610 with reasonable notice.



Police and Fire Commission MEETING MINUTES

December 17, 2024 - 2:00 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 2:00 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

Staff Present: Police Chief Jeff Hingiss and Fire Chief Mark Polzin

3. APPROVAL OF MINUTES

A. November 19, 2024 Meeting Minutes

MOTION: Motion to Approve

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

4. COMMUNICATIONS

None

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.

Fire & Police Selection, Inc., Invoice No. 22032 (PO 24523501) dated December 4, 2024, in the amount of \$300.00 for FACT test credits-Fire Department

MOTION: Motion to Approve

VOTE: Motion by: Commissioner O'Donnell

6. OLD BUSINESS

- A.** Discussion and possible action related to recommended changes to the PFC Rules & Regulations.

The Commissioners discussed the latest editorial changes made since the last session. It was the consensus of those present that the provisions within the draft Rules & Regulations document relating to the creation, maintenance, storage, archiving, and destruction of records needs additional attention, especially as they relate to the requirements of the current state of Wisconsin statutes, City of New Berlin records policy and the internal directives, orders and practices of the NBPD and NBFD. Enhancing the language contained in draft Article XVI of the PFC Rules & Regulations document related to Commission Records was a strategy discussed.

No action taken at this time.

7. NEW BUSINESS

None

8. CLOSED SESSION

MOTION: Motion to Enter Closed Session at 2:07 PM

VOTE: Motion by: Commissioner Palechek
Second by: Commissioner O'Donnell
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.** Recommendation of Fire Chief regarding possible termination of probationary period of Firefighter/EMS personnel-Fire Department
- C.** Recruitment and personnel update-Fire Department

9. RECONVENE TO OPEN SESSION

MOTION: Motion to Return to open session at 2:29 PM

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

- A.** Discussion and possible action to terminate probationary period of Firefighter/EMS personnel-Fire Department

Motion to ratify the recommendation of Chief Polzin to terminate the probationary period of Daniel Knudson

and grant him permanent status effective December 17, 2024.

MOTION: Motion to Approve

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

B. Discussion and possible action regarding recruitment and personnel update-Fire Department

No action taken.

10. ADJOURN

MOTION: Motion to Adjourn at 2:31 PM

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

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