



Police and Fire Commission MEETING MINUTES

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

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

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

3. APPROVAL OF MINUTES

A. December 17, 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.

A. Fire & Police Selection, Inc., Invoice No. 22096 (PO 24523525) dated December 31, 2024, in the amount of \$420.00 for FACT test credits-Fire Department

B. Organization Development Consultants, Inc, Invoice No. 14193 (PO 24521700) dated December 30, 2024, in the amount of \$1,470.00 for Entry Level Psychological Assessments-Police Department

C. Chandler Gibson, Police Officer Applicant, reimbursement of \$65.00 fitness testing fee paid to the Waukesha YMCA on November 26, 2024 (Payment ID 65947048)-Police 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 related to recommended changes to the PFC Rules & Regulations.

The Commissioners discussed the latest editorial changes made since the last session. Final suggested edits will be forwarded by the Secretary to the HR Director who will generate a clean hard copy for signature. The final signed copy will be uploaded as a link on the PFC page of the City of New Berlin website.

No action taken at this time.

7. NEW BUSINESS

None

8. CLOSED SESSION

MOTION: Motion to Enter Closed Session at 1:07 PM

VOTE: Motion by: Commissioner Palechek
Second by: Commissioner Piontek
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. 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

MOTION: Motion to Return to open session at 2:41 PM

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

- A. Discussion and possible action regarding organization and personnel updates-Police Department

No action taken.

- B. Discussion and possible action regarding the Fire Chief's recommendation for the appointment of Division Chief-Fire Department

A motion was made to ratify the recommendation of Chief Polzin to promote LT Mark O'Connor to the position of Division Chief of Community Risk Reduction. DC O'Connor will serve a probationary period in this new role, consistent with the prevailing Rules & Regulations of the City of New Berlin Police and Fire Commission.

MOTION: Motion to Approve

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

- C. Discussion and possible action regarding the Fire Chief's recommendation for the appointment of Battalion Chief-Fire Department

Interview deferred and will be conducted at a future session of the Police and Fire Commission. No action taken.

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

A motion was made to establish an eligibility list for the position of entry-level Firefighter/EMS Personnel with the following four (4) names: Ethan R. Docter, Ian T. Kolp, Corbin J. Luling, and Donal F. O'Sullivan

This list expires in one (1) year. All newly hired personnel shall serve a probationary period consistent with the prevailing Rules & Regulations of the City of New Berlin Police and Fire Commission.

MOTION: Motion to Approve

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

10. ADJOURN

MOTION: Motion to Adjourn at 2:43 PM

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

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