



Police and Fire Commission Meeting Agenda

March 11, 2025 - 1:00 PM
Public Safety Building
16300 W. National Avenue

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AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
3. **APPROVAL OF MINUTES**
 - A. February 18, 2025
4. **COMMUNICATIONS**
5. **BILLS**
6. **OLD BUSINESS**
 - A. Distribution of the updated PFC Rules & Regulations document
7. **NEW BUSINESS**
8. **CLOSED SESSION**
 - A. The basis for the items to be discussed in Closed Session are as enumerated in Section 19.85(1)(c) of the Wisconsin State Statutes. (c) 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 candidate for the position of Police Officer-Police Department
 - C. Interview candidate for the position of Battalion Chief-Fire Department
 - D. Interview candidate for the position of Lieutenant-Fire Department
 - E. Interview applicants for the position of Firefighter/EMS personnel-Fire Department
9. **RECONVENE TO OPEN SESSION**
 - A. Discussion and possible establishment of an eligibility list for the position of Police Officer-Police Department
 - B. Discussion and possible establishment of an eligibility list for the position of Battalion Chief -Fire Department
 - C. Discussion and possible ratification of the recommendation of Chief Polzin to promote Firefighter/EMS Personnel to the position of Lieutenant-Fire Department
 - D. Discussion and possible establishment of an eligibility list for the position of 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

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**