

Police and Fire Commission Meeting Agenda



May 23, 2025 - 1:00 PM
Public Safety Building
16300 W. National Avenue

Published: 5/7/2025

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
3. **APPROVAL OF MINUTES**
 - A. February 18, 2025, Meeting Minutes
 - B. March 11, 2025, 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**
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 applicants for the position of Police Officer - Police Department
 - C. Review recommendation of Police Chief to remove probationary status from Police personnel - Police Department
 - D. Review recommendation of Fire Chief to remove probationary status from Command Staff personnel - Fire Department
9. **RECONVENE TO OPEN SESSION**
 - A. Discussion and possible action regarding establishing an eligibility list for the position of Police Officer - Police Department
 - B. Discussion and possible action regarding the Police Chief's recommendation to remove probationary status from Police personnel - Police Department
 - C. Discussion and possible action regarding the Fire Chief's recommendation to remove probationary status from Command Staff 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**

Police and Fire Commission MEETING MINUTES



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

MINUTES

1. CALL TO ORDER

Commissioner Piontek called the meeting to order at 1:02 PM

2. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

Present: Commissioner Myers, Commissioner Lanser, Commissioner Palechek, Commissioner Piontek

Excused: Commissioner Michael O'Donnell

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

3. APPROVAL OF MINUTES

A. February 18, 2025

Consideration of the minutes of the February 18, 2025 meeting was deferred until the next monthly meeting of the Commission. No action taken.

4. COMMUNICATIONS

None

5. BILLS

None

6. OLD BUSINESS

A. Distribution of the updated PFC Rules & Regulations document

Distribution of the updated PFC Rules & Regulations document was made to each Commissioner present. Signed copies have already been provided to the Chief of Police, Fire Chief and City Clerk. The document was also posted on the PFC page of the City website. A motion was made to adopt the amended PFC Rules & Regulations as presented.

MOTION: Motion to Approve

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

7. NEW BUSINESS

None

8. CLOSED SESSION

MOTION: Motion to Enter Closed Session at 1:08 PM

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

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

MOTION: Motion to Return to open session at 2:40 PM

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

A. Discussion and possible establishment of an eligibility list for the position of Police Officer-Police Department

A motion was made to establish an eligibility list for the position of Police Officer with the following name: Benjamin Zaborowski. The list expires in one (1) year. Newly hired personnel must 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 Lanser
Second by: Commissioner Myers
Motion Passed 4-0

B. Discussion and possible establishment of an eligibility list for the position of Battalion Chief -Fire Department

A motion was made to establish an eligibility list for the position of Battalion Chief with the following name: Ross Gscheidmeier. The list expires in one (1) year. Newly hired personnel must 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 Myers
Second by: Commissioner Lanser
Motion Passed 4-0

- C.** Discussion and possible ratification of the recommendation of Chief Polzin to promote Firefighter/EMS Personnel to the position of Lieutenant-Fire Department

A motion was made to ratify the recommendation of Chief Polzin to promote Charles Dillett to the position of Lieutenant. All promotions are subject to 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 Myers
Motion Passed 4-0

- D.** Discussion and possible establishment of an eligibility list for the position of Firefighter/EMS personnel-Fire Department

A motion was made to establish an eligibility list for the position of Firefighter/EMS Personnel with the following name: Mallory Zuhle The list expires in one (1) year. All newly hired personnel are subject to 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 Myers
Second by: Commissioner Palechek
Motion Passed 4-0

10. ADJOURN

MOTION: Motion to Adjourn at 2:45 PM

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

**Respectfully Submitted,
Patricia Palechek
Acting Recording Secretary**

