



# Police and Fire Commission Meeting Agenda

September 10, 2025 - 1:00 PM  
Public Safety Building, 16300 W. National Avenue

Agenda Published & Posted: 9/4/2025

## AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
3. **APPROVAL OF MINUTES**
  - A. July 22, 2025, PFC Meeting Minutes
4. **COMMUNICATIONS**
5. **BILLS**
  - A. Discussion and possible action to approve invoices received in the normal course of business since the last Police & Fire Commission meeting
6. **OLD BUSINESS**
7. **NEW BUSINESS**
8. **CLOSED SESSION**
  - A. *The Police & Fire Commission may convene in closed session pursuant to Wis. Stat. § 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility, specifically regarding:*
  - B. Consideration of Fire Chief Polzin's recommendation to remove probationary status for Firefighter/EMS personnel. (Fire Department)
  - C. Update regarding personnel investigation. (Fire Department)
9. **RECONVENE TO OPEN SESSION**
  - A. Discussion and possible action re: Consideration of Fire Chief Polzin's recommendation to remove probationary status for Firefighter/EMS personnel. (Fire Department)
  - B. Discussion and possible action re: Personnel investigation (Fire Department)
10. **ADJOURN**

### Additional Information

- The agenda packet, including supplemental information related to agenda items, is available online at [www.NewBerlinWI.gov](http://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

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July 22, 2025 - 1:00 PM  
Public Safety Building  
16300 W. National Avenue

## MINUTES

### 1. CALL TO ORDER

Commissioner Piontek called the meeting to order at 1:01 PM

### 2. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

Present: Commissioner Lanser, Commissioner O'Donnell, Commissioner Palechek, Commissioner Piontek

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

### 3. APPROVAL OF MINUTES

#### A. June 17, 2025 Meeting Minutes

**MOTION:** Motion to Approve

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

### 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. Organization Development Consultants, Invoice No. 14285, dated May 30, 2025, in the amount of \$775 for new officer assessment-Police Department
- B. Organization Development Consultants, PO 25521397 dated July 14, 2025, in the amount of \$1,550.00 for two (2) new officer assessments-Police Department
- C. Fire and Police Selection, Invoice No. 22467, dated July 1, 2025, (PO 25521393) in the

amount of \$900.00 for annual PACT testing fees-Police Department  
D. Fire and Police Selection, Invoice No. 22466, dated July 1, 2025, (PO 25523258) in the amount of \$900.00 for annual FACT testing fees-Fire Department  
E. Froedtert Health, Inc./Workforce Health, PO 25521356 dated July 14, 2025, in the amount of \$214.00 for new hire officer medical testing-Police Department

**MOTION:** Motion to Approve the above invoices which have already been processed for payment

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

**6. OLD BUSINESS**

None

**7. NEW BUSINESS**

None

**8. CLOSED SESSION**

**MOTION:** Motion to Enter Closed Session at 1:08 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.** Interview selectee for the position of Police Sergeant-Police Department

**C.** Interview selectee for the position of Police Captain-Police Department

**9. RECONVENE TO OPEN SESSION**

**MOTION:** Motion to Return to open session at 2:05 PM

**VOTE:** Motion by: Commissioner Lanser  
Second by: Commissioner Palechek

Motion Passed 4-0

- A.** Discussion and possible action regarding Chief Hingiss' recommendation for selected personnel to be promoted to the rank of Sergeant-Police Department

Motion to ratify the recommendation of Chief Hingiss to promote Officer Kyle Kegley to the rank of Sergeant, effective July 26, 2025. All sworn personnel promoted within the Department 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 Piontek  
Second by: Commissioner Lanser  
Motion Passed 4-0

- B.** Discussion and possible action regarding Chief Hingiss' recommendation for selected personnel to be promoted to the rank of Captain-Police Department

Motion to ratify the recommendation of Chief Hingiss to promote Sergeant Noah Phillips to the rank of Captain, effective July 26, 2025. All sworn personnel promoted within the Department 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 O'Donnell  
Second by: Commissioner Piontek  
Motion Passed 4-0

**10. ADJOURN**

**MOTION:** Motion to Adjourn at 2:06 PM

**VOTE:** Motion by: Commissioner Piontek  
Second by: Commissioner Lanser  
Motion Passed 4-0

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