

Police and Fire Commission Meeting Agenda



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

Published: November 10, 2025

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
3. **APPROVAL OF MINUTES**
 - A. October 21, 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 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 Police Chief's recommendations to remove personnel from probationary status - Police Department
9. **RECONVENE TO OPEN SESSION**
 - A. Discussion and possible action regarding Chief Hingiss' recommendations to remove personnel from probationary status-Police 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



October 21, 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 Buer, Commissioner Lanser, Commissioner O'Donnell, Commissioner Palechek, Commissioner Piontek

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

3. APPROVAL OF MINUTES

A. September 10, 2025 Meeting Minutes

MOTION: Motion to Approve

VOTE: Motion by: Commissioner Palechek
Second by: Commissioner Lanser
Motion Passed 4-0 (Commissioner Buer abstained)

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.

None

6. OLD BUSINESS

None

7. NEW BUSINESS

Commissioner Piontek welcomed Commissioner Buer to her first PFC meeting and, after introductions, briefly described the roles and responsibilities of the Commission. He mentioned the training that is available online via the League of Wisconsin Municipalities; however, the webinar is currently under revision and will not be ready until early 2026. He also stressed the need for discretion and confidentiality with regard to Commission business. Commissioner O'Donnell provided a copy of the current Rules & Regulations document and Commissioner contact list.

8. CLOSED SESSION

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

VOTE: Motion by: Commissioner Lanser
Second by: Commissioner Palechek
Motion Passed 5-0

- 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. Update on hiring process for Firefighter/EMS personnel - Fire Department.
- C. Consideration of Fire Chief's recommendation to remove personnel from probationary status-Fire Department.

9. RECONVENE TO OPEN SESSION

MOTION: Motion to Return to open session at 1:40 PM

VOTE: Motion by: Commissioner Lanser
Second by: Commissioner O'Donnell
Motion Passed 5-0

- A. Discussion and possible action regarding updated hiring processes for Firefighter/EMS personnel-Fire Department.

No action taken.

- B.** Discussion and possible action regarding Chief Polzin's recommendation to remove personnel from probationary status-Fire Department.

A motion was made to ratify the recommendation of Chief Polzin to end the probationary period for BC Justin Schulpius and make his appointment permanent, effective immediately.

MOTION: Motion to Approve

VOTE: Motion by: Commissioner Buer
Second by: Commissioner Palechek
Motion Passed 5-0

10. ADJOURN

MOTION: Motion to Adjourn at 1:41 PM

VOTE: Motion by: Commissioner Palechek
Second by: Commissioner O'Donnell
Motion Passed 5-0

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