



Police and Fire Commission MEETING MINUTES

June 16, 2026 - 1:00 PM
New Berlin City Hall A/B Conference Room
3805 S. Casper Drive

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 Palechek, Commissioner Piontek, Commissioner O'Donnell
Excused: Commissioner Mary Claire Lanser, Commissioner Kate Buer

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

3. APPROVAL OF MINUTES

A. May 19, 2026 Meeting Minutes

MOTION: Motion to Approve

VOTE: Motion by: Commissioner Palechek
Second by: Commissioner Piontek
Motion Passed 3-0

4. COMMUNICATIONS

MUNIS printout of status of PFC budget allocation from Finance Department

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.

Organization Development Consultants Invoice No. 14467 dated May 15, 2026, in the amount of \$3,660.00 (PO 26523187) for employee assessments - Fire Department

MOTION: Motion to Approve

VOTE: Motion by: Commissioner Palechek
Second by: Commissioner Piontek
Motion Passed 3-0

6. OLD BUSINESS

None

7. NEW BUSINESS

A. Election of Commission Officers

Motion to Nominate and Elect Richard Piontek to the office of Chairperson

MOTION: Motion to Approve

VOTE: Motion by: Commissioner Palechek
Second by: Commissioner O'Donnell
Motion Passed 3-0

Motion to Nominate and Elect Michael O'Donnell to the office of Secretary

MOTION: Motion to Approve

VOTE: Motion by: Commissioner Palechek
Second by: Commissioner Piontek
Motion Passed 3-0

B. Hiring Process - Police Department

Chief Hingiss briefed the Commission on his intent to commence a hiring process in July

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:*

MOTION: Motion to Enter Closed Session at 1:25 PM

VOTE: Motion by: Commissioner O'Donnell

Second by: Commissioner Palechek
Motion Passed 3-0

- B. 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 1:35 PM

VOTE: Motion by: Commissioner Palechek
Second by: Commissioner O'Donnell
Motion Passed 3-0

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

Motion to ratify the recommendation of Chief Polzin to end the probationary period for FF/Paramedic Matthew Kinzel and make his appointment permanent, effective June 12, 2026

MOTION: Motion to Approve

VOTE: Motion by: Commissioner O'Donnell
Second by: Commissioner Palechek
Motion Passed 3-0

10. ADJOURN

MOTION: Motion to Adjourn at 1:36 PM

VOTE: Motion by: Commissioner O'Donnell
Second by: Commissioner Palechek
Motion Passed 3-0

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