



Police and Fire Commission Meeting Agenda

August 18, 2026 - 1:00 PM
Public Safety Building
16300 W. National Avenue

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
3. **APPROVAL OF MINUTES**
 - A. June 16, 2026 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 recommendation to remove personnel from probationary status - Police Department
 - C. Consideration of Fire Chief's recommendation to remove personnel from probationary status - Fire Department
 - D. Personnel Update - Fire Department
9. **RECONVENE TO OPEN SESSION**
 - A. Discussion and possible action regarding Chief Hingiss' recommendation to remove personnel from probationary status - Police Department
 - B. Discussion and possible action regarding Chief Polzin's recommendation to remove personnel from probationary status - Fire Department
 - C. Discussion and possible action regarding personnel update - Fire Department
10. **ADJOURN**

- 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

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*