

POLICE AND FIRE COMMISSION AGENDA
TUESDAY, MAY 10, 2016
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

Roll Call

Pledge of Allegiance – President Lopnow

1. Consideration of a motion to approve the Police and Fire Commission minutes of April 12 and April 16, 2016.
2. Election of officers.
3. Fire Department Update and Monthly Report
4. Police Department Update and Monthly Report
5. Adjourn

Darlene Igl
Village Clerk

**VILLAGE OF HARTLAND
POLICE & FIRE COMMISSION
MEETING MINUTES
TUESDAY, April 12, 2016
7:00 P.M.**

BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

- 7:00 PM Meeting called to order by Commission President Loppnow
 - Commissioner Redlin read the roll for attendance
 - Present : Commissioners Loppnow, Redlin, Rebholz, Riesinger
 - Excused: Commissioner Wojciechowski
 - Also in attendance : Police Chief Robert Rosch, Fire Chief David Dean
 - Pledge of Allegiance led by Commissioner Loppnow.
 - Commission President Loppnow made an Announcement that a Closed Session will be held at the conclusion of the regular agenda items.
1. Consideration of a motion to approve the Police and Fire Commission Minutes for meetings held on March 08, 2016.
 - a. Motion by Commissioners Riesinger / Rebholz to approve the Hartland Police & Fire Commission minutes for the meeting of March 08th, 2016, with the provision that the NOTE beneath point #3 be corrected to read "...Commisioner Riesinger..." The motion carried on the unanimous vote of the Commissioners present.
 2. Police Department Update – Police Chief Rosch [N.B. reporting order switched for this meeting]
 - a. Chief Rosch reported that this Thursday and the following Thursday will mark the HPD conversion to new firearms, including 3 hours of training on the new weapons; Taser training due to recent changes will be held contemporaneously.
 - b. Chief Rosch related that the current Citizens Police Academy will wrap up next week, with 12-15 individuals in the class this time.
 - c. The Chief distributed the most recent Quarterly Call Report and reviewed the same for the Commissioners. The HPD was very busy this past quarter with many calls involving "domestic" matters.
 - d. Chief Rosch explained that recently developed procedures related to responses for calls involving individuals with "mental disturbance" issues often result in extended Officer time involved in processing reports and handling individuals detained under such circumstances. There are significantly fewer facilities to which responding Officers can process such individuals, what with the Waukesha facility [primary] often unable to accept such people due to already being "at capacity". The upshot is that the alternative, the Winnebago Mental Health facility, requires substantially more time to travel and document such events.

e. The Chief reported that response to the HPD Officer recruitment efforts resulted in the receipt of 25 applications. Of those, 14 individuals presented themselves for testing on April 2nd, ten of whom passed the Physical Proficiency portion of the testing. The HPD Command Team has selected five individuals for further screening. It is expected that those, and one "late applicant" being processed, will be present on Saturday, April 16th for interviews by the Hartland Police and Fire Commission. It is anticipated that the interviews will begin promptly at 0730 and finish before noon. The Chief asked the Commissioners to plan to arrive about 15 minutes early to allow for preliminary review of the applications presented.

Chief Rosch was then excused for the balance of the meeting.

3. Fire Department Update and Monthly Report – Fire Chief David Dean

- a. Chief Dean distributed the call reports for March, 2016 and noted that there were 18 Fire runs and 64 EMS calls for the Month.
- b. The Chief also reported that an analysis of first quarter "response times" revealed that the HPD had accomplished a *reduction* in response times during the first quarter of 2016 when compared to the same quarter of 2015. In 2015 the record showed an "on scene" record of 7 minutes and 49 seconds [measured from when the call was received from dispatch] and for 2016 the same "on scene" time was down to 4 minutes and 50 seconds. The Chief attributed the performance improvement to changes the Department has made in the "stand-by" location of staff and vehicles.
- c. According to Chief Dean, the staff "fire training" has continued, as scheduled, at WCTC.
- d. Chief Dean reported that the HFD plans several activities in the Village Community in recognition of "EMS Week", which is May 15th through the 21st this year.
- e. Chief Dean invited the Commissioners to the HFD Annual Recognition / Appreciation Dinner to be held at The Hartland American Legion Post on Sunday, April 24th. Cocktails at 4, Dinner at 5, Program / Ceremony at 6.

4. Consideration of a motion to adopt changes to the Police and Fire Commission Rules and Regulations

Fire Chief Dean again presented proposed changes to the HPFC Rules and Regulations. The proposal had been distributed to the Commissioners earlier, last month and, again, before this meeting, for the Commissioners to study and review. After a short discussion on the matter and, on the motion of Commissioners Redlin / Rebholz, the proposed changes were adopted, as submitted, on the positive unanimous vote of the Commissioners present.

5. Consideration of a Motion to Adjourn into Closed Session

- a. Commission President Loppnow requested a motion to adjourn into Closed Session under Wis. Stats. §19.85(1)(c) Considering employment, promotion, compensation or performance evaluation over which the governmental body has jurisdiction or exercises responsibility.

Items:

- 1) Conduct oral interview(s) of Firefighter
- 2) Discussion related to Fire Department Officer Candidates

On motion of Commissioners Riesinger / Rebholz to enter closed session, the roll call vote to enter closed session was taken as follows:

Commissioners Loppnow "yes", Riesinger "yes", Redlin "yes", Rebholz "yes"

The commission *entered* closed session at 7:43 PM

On motion of Commissioners Rebholz / Riesinger the closed session ended.

The roll call vote to *exit* closed session was taken as follows:

Commissioners Loppnow "yes", Riesinger "yes", Redlin "yes", Rebholz "yes"

The Commission *exited* closed session at 8:37 PM

Commissioners Redlin / Loppnow made a Motion to recommend the HFD job candidate interviewed during the Closed Session, Peggy Sue Toth, to Fire Chief Dean for further consideration a new Village of Hartland Fire Department employee. The Motion carried unanimously.

Commissioners Riesinger / Redlin made a motion to accept the HFD Table of Organization [as revised] which Table was submitted and discussed during Closed Session. The Motion carried unanimously.

6. Adjournment

There being no further matters to come before the Village of Hartland Police and Fire Commission and, on motion of Commissioners Rebholz / Riesinger , the Commission voted unanimously to adjourn.

Meeting adjourned at 8:39 PM.

Respectfully submitted,



Ralph R. Redlin, Commissioner
Commission Secretary

Susan M. Loppnow, Commissioner
Commission President

**VILLAGE OF HARTLAND
POLICE & FIRE COMMISSION
MEETING MINUTES**

SATURDAY, April 16, 2016

7:15 A.M.

BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

- 07:15 AM Meeting called to order by Commission President Loppnow
 - Commissioner Redlin read the roll for attendance
 - Present : Commissioners Loppnow, Riesinger, Redlin, Rebholz, Wojciechowski
 - Also in attendance : Police Chief Robert J. Rosch, Deputy Chief Michael S. Bagin, Police Captain Rosario J. Collura, Police Lieutenant Stacy V. Kelsey
- Pledge of Allegiance led by Commissioner Loppnow.
- Commission President Loppnow discussed the purpose of the meeting and made an Announcement that the Commission plans to conduct ALL of *this* meeting's business in Closed Session.

Consideration of a Motion to Adjourn into Closed Session

Commission President Loppnow requested a motion to adjourn into Closed Session under Wis. Stats. §19.85(1)(c) Considering employment, promotion, compensation or performance evaluation over which the governmental body has jurisdiction or exercises responsibility. Item: Conduct oral interviews of Police Department Officer candidates.

On motion of Commissioners Wojciechowski / Redlin to enter closed session, the roll call vote to enter closed session was taken as follows:

Commissioners Loppnow "yes", Rebholz "yes", Redlin "yes", Riesinger "yes", Wojciechowski "yes"

The commission entered closed session at 07:33 AM

On motion of Commissioners Riesinger / Rebholz the closed session ended at 11:19 AM.

The roll call vote to exit closed session was taken as follows:

Commissioners Loppnow "yes", Rebholz "yes", Redlin "yes", Riesinger "yes", Wojciechowski "yes"

The Commissioners relinquished all records, including candidate resume's, interview score sheets and any notes made directly to Chief Rosch.

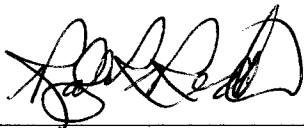
Commissioners Wojciechowski / Riesinger made a Motion to recommend the HPD Police Officer candidates interviewed during the Closed Session, Joe Kelsey, Timothy Benway, Matthew Brueser, Kirk Gagnon, Nicholas Greenwood and Ryan Solberg, to Police Chief Rosch for further consideration for the position of Village Police Officer. The Motion carried unanimously.

Adjournment

There being no further matters to come before the Village of Hartland Police and Fire Commission and, on motion of Commissioners Rebholz/ Wojciechowski, the Commission voted unanimously to adjourn.

Meeting adjourned at 11:20 AM.

Respectfully submitted,



Ralph R. Redlin, Commissioner
Commission Secretary

Susan M. Loppnow, Commissioner
Commission President