

**VILLAGE OF HARTLAND
POLICE & FIRE COMMISSION
MEETING MINUTES
TUESDAY, January 14, 2014
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, Riesinger, Redlin, Rebholz, Wojciechowski
 - Also in attendance : Police Chief Robert Rosch, Fire Chief Allen, “Augie”, Wilde
- 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 December 10, 2013.

Motion by Commissioners Rebholz / Wojciechowski to approve the Hartland Police & Fire Commission minutes for the meeting of December 10, 2013. The motion carried on the unanimous vote of the commissioners.

2. Police Department Update –Police Chief Robert Rosch

- a. Chief Rosch distributed the 2013 Annual Report of the Village of Hartland Police Department
- b. The Chief then provided copies of the most recent Police Department incident reports for the Commissioners to look over and review. The Chief briefly commented on a few of the specific items listed therein.
- c. According to Chief Rosch, Lieutenant Stacy Kelsey is, as planned, scheduled to return to duty by the end of January following her maternity leave.
- d. The Chief reported that the recent icy, cold and snowy weather conditions precipitated some injuries to members of the Department as a few officers fell while on duty. One is on light-duty as an injured hand heals.
- e. On Saturday, January 18, 2014, The Hartland Police Department will conduct three of the planned five physical proficiency tests for those individuals who are candidates for the open position of Police Officer. The tests will be conducted at the Arrowhead High School South Campus. The individual who passes those tests and is ultimately provided an Offer of Employment will be required, additionally, as a condition of employment, to pass the remaining two tests as well.
- f. On Saturday, February 1, 2014, the Village of Hartland Police and Fire Commission will conduct oral interviews of those candidates for the open Police Officer position who have passed the physical tests, as detailed above, and are recommended to the Commission by Chief Rosch and his selection team. It is anticipated that all the requisite interviews will be held on that day with scheduled interviews beginning at 8:00 AM. Commissioners are asked to arrive by 07:40 that day to prepare for the interviews.

g. In light of the scheduled Commission all day meeting scheduled for February 1, Chief Rosch suggested that the Commission consider forgoing and cancelling its next regularly scheduled meeting for February 11, 2014 and defer any business to be conducted by the Commission until the following regularly scheduled meeting on March 11, 2014. Commission President Loppnow acted on the suggestion and cancelled the Commission's scheduled February 11 meeting.

h. Chief Rosch announced his plans to run for the Executive Board of the Wisconsin Chiefs of Police Association.

i. Chief Rosch reported that the existing S.M.A.R.T. [Suburban Mutual Aid Response Team], as expanded now to include Racine, Jefferson and Walworth counties, is set to officially become operative effective 02/01/2014. The Chief has been asked to present a program detailing the functions, responsibilities and operations of the SMART at the upcoming Wisconsin Chiefs of Police Conference.

j. The Chief related that, in accordance with Law Enforcement and Public Health rules, each county is required to have a site plan to oversee and effect emergency dispensing of appropriate medication to and inoculation of residents as needed. There was an identified need to have such a site in the Northwestern portion of Waukesha County and Arrowhead High School has been selected for that location. According to the Chief, Waukesha County is an acknowledged national leader in the development of these emergency response plans to deploy personnel and facilities in the case of a medical emergency.

k. Chief Rosch distributed both the previously used interview questions and a newly proposed, amended list of questions for the Commissioners to consider asking the candidates during the February 1st interviews. He also indicated that both sets of questions have been screened for compliance with existing and relevant employment / labor law standards. The Chief indicated that he plans to have the confidential resumes for those candidates selected for interviews to be delivered to the Commissioners in advance of the February 1st date in order that the Commissioners will have an opportunity to read and review them in preparation for the interviews ahead of time.

3. Fire Department Update and Monthly Report – Chief Wilde

- a. Chief Wilde reviewed the Monthly Response Report for the Year-to-Date through December, 2013
- b. The Fire Chief reported that the department's overnight quarters are now functional.
- c. Chief Wilde related that Lieutenant Tammy Kuhl has recently been ill, experiencing a bout with pneumonia and, while improving, has "... a long way to go yet until she is back to 100% ...".

4. Updates regarding Police and Fire personnel job descriptions as it relates to information in the Police and Fire Commission Handbook

Both Chief Rosch and Chief Wilde reviewed the Amendments made to the Rules and Job Descriptions as previously distributed to and discussed by the Commission and as approved by the Village Board. After a short discussion and on motion of Commissioners Wojciechowski / Rebholz, the Commissioners voted unanimously to adopt the relevant changes to its Handbook.

5. 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. Items: Conduct oral interviews of Fire Department candidates.

On motion of Commissioners Rebholz/Loppnow 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 7:24 PM

On motion of Commissioners Wojciechowski / Redlin the closed session ended at 7:53 PM.

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

Commissioners Loppnow “yes”, Rebholz “yes”, Redlin “yes”, Riesinger “yes”, Wojciechowski “yes”

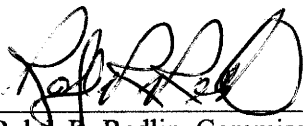
Commissioners Wojciechowski / Rebholz moved to recommend both of the candidates interviewed [Johnathan P. Wagner and Mitchell D. Lewis] to Chief Wilde and the Hartland Fire Department for further consideration as Firefighters for the Village Fire Department. The motion carried on the unanimous vote of the commissioners.

6. Adjournment

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

Meeting adjourned at 7:54 PM.

Respectfully submitted,



Ralph R. Redlin, Commissioner
Commission Secretary

Susan M. Loppnow, Commissioner
Commission President