

## Meeting of the Village of Port Edwards Police and Fire Commission

Tuesday, October 2, 2018

Present: Commissioners Drew, Stewart, Thomasgard, Kasten, and Tyler, Attorney Jerabek, Police Chief Iverson, Fire Chief Arendt, Joe Zurfluth, and Scott Noble.

Meeting was called to order by President Stewart at 6 p.m.

President Stewart announced he was in receipt of a letter (attached) from Commissioner Drew resigning from the commission effective immediately. Motion by Kasten, second by Tyler to accept. All in favor. Thanks were extended to Commissioner Drew for his service. Commissioner Drew then excused himself and exited the meeting.

Minutes from the September 17<sup>th</sup> meeting were approved with 2 corrections:

- A) "Optional" added to the item referring to powers of commissions
- B) "And requiring a written response to complaints" added to item PEPFC met with Chief Iverson following closed session.

Motion by Tyler, second by Kasten to approve amended minutes. All in favor

Chief Iverson provided information regards testing for police dept. candidates. Costs vary according to how the results are evaluated and scored. President Stewart noted the urgency of creating a candidate list for PD as the Port Edwards Village Board has approved a part time position that needs to be filled soon. Chief Iverson also provided an updated Chief's Report and PD Activity report for September. (Attached)

President Stewart asked for clarification of part time vs. full time officer hiring practices in the PEPFC Manual. Should all go through the same hiring process? Should a currently employed part time officer be required to re-apply for a full time position? Chief Iverson noted her preference for the opportunity to promote from within the dept. from P/T to F/T if a suitable candidate is available. In response to a question from Commissioner Tyler, President Stewart stated that current P/T officers must go through the full testing process to become eligible for placement on the eligibility list for future F/T positions. It was also noted that there is not currently a policy for random drug testing. It is at the Chief's discretion, but Chief Iverson noted that in case of a serious incident such as an officer involved shooting such testing is expected. Motion by Kasten, second by Tyler to accept Police Chief's report. All in favor

Chief Arendt submitted an updated September incident report and a draft copy of the current steps to becoming a Port Edwards Firefighter (attached). Upon review, the following suggestions/comments were made:

- A) Pres. Stewart suggested adding a candidate interview with the PEPFC
- B) Att. Jerabek asked for a copy of the Firefighter steps document in electronic format
- C) PEPFC becomes the "gateway" for obtaining an application
- D) How many current FD members should interview the candidate?
- E) "Good Old Boy" issue should be completely eliminated from the process
- F) How long should the probationary period for a firefighter be?

Commissioner Kasten noted that the Fire Department section of the PEPFC Manual is incomplete and these and other issues need to be discussed and decided so that can be adopted.

Mr. Noble asked about the application process for joining the FD. Chief Arendt noted he had called Mr. Noble back in reply to his questions and that the application form had been placed on the village website.

Motion by Kasten, second by Tyler to approve the Fire Chief's report. All in favor.

Joe Zurfluth, Village president, addressed the commission regards several items:

- A) The budget process is underway and the PEPFC will be a line item in the overall village budget
- B) There is a current P/T police department opening authorized by the village board
- C) Consistency in application for positions is absolute
- D) Protective Services Committee of the village board has to coordinate with PEPFC regards all hiring and staffing issues
- E) Members of Port Edwards Village Board would like copies of PEPFC minutes
- F) Every attempt will be made to appoint a replacement for Commissioner Drew by October 9<sup>th</sup>

League of Municipalities Training for Police and Fire Commissioners will be held in Stevens Point on Friday, November 9<sup>th</sup>. All current commissioners plan to attend. Village Clerk will register those attending per President Zurfluth.

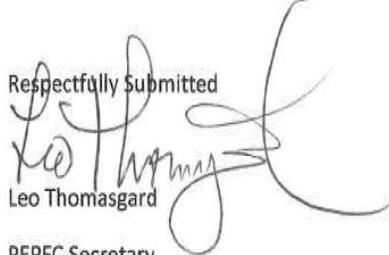
PEPFC voted to go into closed session per WI Statue 19.85 at 7:10 p.m. All in favor.

PEPFC voted to return to open session at 7:42 p.m. All in favor. No action was taken as a result of the closed session.

Next scheduled meeting of the PEPFC will be Thursday, Oct 11<sup>th</sup> at 6 p.m.

Motion to adjourn by Kasten, seconded by Tyler at 7:44 p.m. All in favor.

Respectfully Submitted



Leo Thomasgard

PEPFC Secretary