

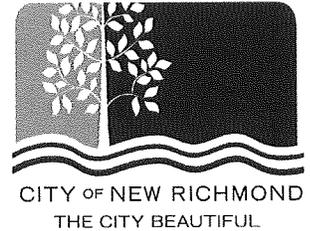


New Richmond Police Department

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*Craig Yehlik
Chief of Police*

*Veronica Koehler
Lieutenant*



NOTICE OF PUBLIC MEETING

The City of New Richmond Board of Police and Fire Commissions will conduct a meeting on August 9th, 2016, at 5:00 p.m. in the Conference Room of the New Richmond Fire Department, 106 S Arch Ave, New Richmond, Wisconsin 54017.

1. Call to Order
2. Roll Call
3. Adoption of Agenda
4. Reading and approval of minutes of July 12th 2016 Commission meeting
5. Up-date on Investigator promotional process (2nd and 3rd Detective positions)
6. Motion to go into closed session pursuant to Section 19.85(1)(c), Wisconsin Statutes to:
 - a. Approval of promotion of the two detective positions
 - b. Presentation of background investigations for potential police candidates
 - c. Establish eligibility list
 - d. Approval for conditional offer of employment to candidate off of eligibility list contingent on psychological evaluation, medical physical and drug screen
7. Open session: Approval of any actions taken in closed session and any other business within the scope of powers and responsibilities exercised by the Commission under Wisconsin Statutes.
8. Communication & Miscellaneous
9. Adjournment

Copies to: Fred Horne, Mayor
Craig Yehlik, Chief of Police
James Vanderwyst, Fire Chief
Nicole Friendt
All Police & Fire Commission Members
New Richmond News
Local Cable Access
New Richmond Civic Center
New Richmond Police Department

Date Posted: August 5, 2016

POLICE AND FIRE COMMISSION

Tuesday, July 12, 2016

Members Present: Wendy Dadez, Jane Hansen, Mike Montello and Dave Levi

Others Present: Craig Yehlik, Mike Darrow and Linda Hagen

Absent: Pat Becker

Wendy Dadez called the meeting to order at 6:10 p.m.

Mike Montello motion that we adopt agenda as presented, seconded by Dave Levi and carried.

Mike Montello motioned that we wave the reading of the minutes and approve them as printed, seconded by Dave Levi.

Mike Darrow – Chief's Contract

Mike D., and Kari Kraft have been meeting with Chief Yehlik and we have a contract that we will be presenting to the council in August. Mike D. will be looking into the background check and that will be a part of the contract. Mike D. doesn't anticipate any issues. After reviewed and approved by the council the PFC members will be informed.

Under state statute we cannot provide timelines for the Chief of Police, even probationary things that initially discussed cannot be a part of the contract either. The Chief of Police, under state statute is a little different as far as making it a 3 year or 2 year or 1 year, you're prohibited by state statute to do those types of contracts.

Mike Darrow – Board of Commission Responsibilities

Mike M. and Wendy D. attended the Board and (unclear) Review.

PFC wants to be more involved in updates on trainings.

November 2016 there is a police training in the Dells. Mike D. serves as a Regional person and will look into holding the training closer here rather than the Dells if he can get River Falls, Hudson, Rice Lake, etc. to get involved and do more of a regional training.

End of August 2016 – a potluck to celebrate the work that PFC members do. This is for all the boards and commissions. Mike M. would like this celebration to include spouses/significant others.

There are over 80 people on our boards and commissions.

The PFC plays a vital role specifically this commission because of the state statute responsibilities of the management of the departments. All boards and commissions fall under the umbrella of the City of New Richmond.

The police department, airport and library have their own unique statutes that they are all under the City of New Richmond.

Mike D. will get each PFC member information on when they started and how long is their term by tomorrow (Wednesday, July 13, 2016)

Mike M. reiterated how important good communication between the council and the PFC needs to be when there are operational issues (within the police department) and to possibly have the president of the PFC in attendance at the council meetings addressing those issues.

If the PFC needs any information about anything they need to contact the Chief of Police, the Fire Chief, Mike Darrow or Kari Kraft.

Open meetings must be given 24 hours in advance, providing there is not a state of an emergency (tornado, some type of crisis.)

There has to be a quorum to conduct a meeting (3 is a quorum).

The meetings need to be reasonably accessible to the public, (e.g. wheelchair accessible, not a perception of a locked door)

Closed sessions – as a rule of thumb, they will have specific statutory requirements as to why you can go into closed session. When you go into closed session it has to state those items that are in closed session. A state statute should be listed. Closed sessions will be not be recorded. Members can abstain for any reason that they chose and don't have to give a reason for abstaining.

Minutes need to be taken at each meeting. Anybody can ask for the audio and/or video recording if it's ever televised. Their job is not to get every single word that is said. They transcribed to the best of their knowledge. The person will be trained by an existing minute taker (Tanya Reigel or Kari Kraft).

A secretary does not need to be in a closed session.

Training Opportunities for the League of WI Municipality Annual Conference is Oct. 19-21. Let Mike D. know if you are interested in attending.

The Police and Fire Commission Workshop is November 4, 2016 at the Wisconsin Dells. Mike D. will be looking into having the workshop up here rather than the Dells.

Mike M. motions that we move into closed session relative to interviewing police officer candidates at 6:40 p.m., second by Wendy Dadez and carried.

8:45 p.m. Open Session – Action on Closed Session:

Mike M. offers a motion that all four candidates that we interviewed for the position of patrol officer in New Richmond advance to the next level of the process, seconded by Jane Hansen and carried.

Update on hiring process – by the Chief:

We have two processes going on right now as far as our open investigative spots. We have one full-time spot on the promotion of Lt. Koehler that opened up. We placed Officer Aaron Anderson into that on an interim basis until we can fill it. Officer Jason Noel is currently our full-time detective.

We received two internal applicants for the full-time detective position and we received one internal applicant for the future drug detective position which is a the limited term two year minimum with a three year sun down with an option to reapply. All three have taken the state detective test and are awaiting the results. We have panel interviews tomorrow for the full-time detective position, (7-13-16) per our policy we use one local business person on the panel and then we bring in outside folks that have at least that rank or higher to evaluate. After that interview there will be a follow up interview that use to be with just the Chief of Police. It was a one on one interview with the Chief. I have changed that policy after working with our HR Director and the language in that policy is such that it says, "interview with the Chief of Police or, in essence at his discretion" and trying to improve the transparency, the fairness in these processes I chose to go with a second panel instead of having a one on one interview with me, so that panel will consist of myself, Lt. Koehler and Kari Kraft, the HR Director. I will then choose who will be put in that position. When the decision is made I will bring my recommendation to the PFC.

The drug detective position will also interview with myself, Lt. Koehler and Kari Kraft. When I make the final decision I will bring that recommendation to the PFC as well.

After tonight, we will start background investigations on the candidates we had here tonight and I would like to meet with the PFC the second week of August.

I will send out an email tomorrow after I look at the backgrounds (7-13-16) and give everyone a better understanding of when we can meet along with some dates to choose from.

Jane Hansen inquired what the background checks consisted of. Chief Yehlik said they are face to face with their employers, knock and talk to neighbors where they currently live and where they previously resided, friends, law enforcement acquaintances, instructors when they were in school and we have done some credit checks in the past.

Jane Hansen volunteered to work with the Chief on the new process of hiring in the future.

Mike Montello moved to adjourn the meeting seconded by Wendy Dadez and carried.

Meeting adjourned at 9:15 p.m.

Minutes by Linda Hagen