

# NEW RICHMOND POLICE AND FIRE COMMISSION

March 4, 2016 Meeting Minutes

## 1. CALL TO ORDER

The meeting was called to order at 9:16 AM.

## 2. ROLL CALL

Present:

Don Schoenherr	dkschoenherr@gmail.com
Pat Becker	becker41@frontiernet.net
Wendy Dadez (arrived at 9:23 AM)	wdadez@hotmail.com
Mike Montello	mmontello@bernardsnt.com
David Levi	dhlevi1@frontier.com
Mike Darrow	mdarrow@newrichmondwi.gov
Kari Kraft	kkraft@newrichmondwi.gov
Sally Field / HR Consultant	

Copy To:

Fred Horne	mayorfred@frontier.com
Patty VanVynckt	pvanvynckt@newrichmondwi.gov
Nicole Friendt	nrfireoffice@frontiernet.net
James VanderWyst	nrfire@frontiernet.net
Mark Samelstad	msamelstad@newrichmondwi.gov
Lieutenant Craig Yehlik	cyehlik@newrichmondwi.gov

## 3. ADOPTION OF AGENDA

A motion was made by Mike Montello and seconded by David Levi to adopt the Agenda as written. The motion passed.

## 4. READING and APPROVAL OF MEETING MINUTES

A motion was made by Pat Becker and seconded by Mike Montello to approve the February 23, 2016 Meeting Minutes as written. The motion passed.

## 5. DISCUSSION OF CHIEF OF POLICE HIRING PROCESS

Mike Darrow and Kari Kraft presented the following information.

### 1. Outline Timelines and Process (Tentative)

- March 4, 2016  
Confirm and Approve Process and understanding of Roles
- Week of March 7, 2016  
Formally Post the Position
- April 12, 2016  
Community Discussion
- Week of April 11, 2016  
Application Term Ends  
Internal Review of Applications and Qualifications  
Panel Review of Applications and Selection of Interview 1 Candidates
- Week of April 21, 2016  
Interview 1
- Week of April 25, 2016  
Selection of Finalists and Background Process and Checks
- Week of May 2, 2016  
Finalist Interviews
- Week of May 9, 2016  
Formal Offer Pending Investigation

## 2. Outline Job Posting Sites

- Wisconsin Law Enforcement Network (WILEnet)
- Wisconsin Chiefs of Police Association (WCPA)
- League of Wisconsin Municipalities
- League of Minnesota Cities
- New Richmond News/Star Tribune/Pioneer Press
- City of New Richmond Website
- City of New Richmond/New Richmond Police Department Social Media

A motion was made and seconded to post the Police Chief position with following: Wisconsin Law Enforcement Network (WILEnet), Wisconsin Chiefs of Police Association (WCPA), League of Wisconsin Municipalities, League of Minnesota Cities, New Richmond News, Star Tribune, Pioneer Press, City of New Richmond Website, City of New Richmond/New Richmond Police Department Social Media, Minnesota Board of Peace Officer Standards and Training (POST), and the Minnesota Chiefs of Police Association. The motion carried.

## 3. Overview of Application and Supplemental Questions

The following documents were distributed by the City of New Richmond Human Resources Department for review by the Police & Fire Commission:

- Police Chief Qualifications Packet
- Application for Employment - Law Enforcement, Jail or Secure Juvenile Detention Officer
- Interview Record Forms
- Possible Supplemental Questions
- Behavioral Interviewing Process

A motion was made by Mike Montello and seconded by Wendy Dadez to approve the Police Chief Qualifications Packet with additional information added (i.e. why someone would want to work for the New Richmond Police Department, updated time line, etc.). This packet will be amended and emailed to Commission for review prior to formal posting. The motion carried.

A motion was made and seconded to utilize the Application for Employment, Law Enforcement, Jail or Secure Juvenile Detention Officer as presented. The motion carried.

A motion was made and seconded to require all applicants to submit a cover letter and resume in addition to the completed application and signed release for a criminal history check. The motion carried.

It was discussed that three supplemental questions would be included as part of the application process. 1) Name three challenges that are currently facing modern day law enforcement and describe your approach to how you would address them? 2) Describe what it's like to work for you and how others would describe your management and leadership style. 3) What do you feel is the most important aspect of the Chief of Police?

A motion was made and seconded to approve the three supplemental questions as written. The motion carried.

## 4. Discussion of Community Meeting

It was discussed that a survey could be made available on the City's website with notice in the New Richmond News requesting public input about what they would like to see in their next police chief. The results of this community outreach could be discussed at a community meeting to be scheduled sometime in April.

A motion was made and seconded to utilize a public input survey. The motion carried.

5. Outline Screening Process

Kari Kraft reviewed the current screening and background check process with the proposed screening and background check process as listed below.

<b>CURRENT PROCESS</b>	<b>PROPOSED PROCESS</b>
• Job Posting (Created by Chief of Police)	• Job Posting (Created by P&FC)
• Applications Returned to Chief (In Person or Via Mail)	• Electronic Applications Submitted to the City of New Richmond Human Resources (Kari)
• Chief Performs Initial Screening	• Kari Kraft will Receive, Log and Screen all Applicants and Provide Entire List of Applicants to P&FC (Minimum Requirements, Bachelor's Degree, Years of Experience, Etc.)
• Complete Driver's License and Criminal History Check	• Complete Driver's License and Criminal History Check
• Invite Candidates for Written Test (Certifiable)	• Review of Application Packets Received (Pat Becker and David Levi Volunteered to Assist)
• Internal Interview and Physical Agility Test (Passed Test)	• 1st Round Interviews (P&FC)
• Interview with P&FC (includes 33 Page Applicant Questionnaire)	• 2nd Round Interviews (P&FC, Community Stakeholders, Council Member, Administration Team)
• Background Investigation	• Background Investigation
•	• Review Scoring Sheets
• Chief Makes Recommendation to P&FC	• Make Hiring Recommendation

Note: There was discussion about the control of information. It was proposed that Kari Kraft electronically send members of the P&FC the following:

- A list of all applicants.
- A list of the rejected applicants.
- All application materials for individuals that passed the initial screening (all social security numbers will be redacted).

Background Investigation/Conditional Offer: There was discussion about the background investigations. The City of New Richmond will investigate the cost and timeline of a third party agency to conduct background investigations and provide the P&FC with their findings.

Further discussion ensued about making a conditional offer to a candidate dependent on a background investigation and psychological examination.

6. Discussion of Interview Processes and Concepts

Mike Darrow and Kari Kraft proposed the following.

The first interview is for the P&FC to get a broad overview of the applicant's background, experiences, and philosophies.

The second interview is to delve deeper into the applicant's education and experiences, management styles, core competencies, etc.

7. Discussion of Interviews

Mike Darrow and Kari Kraft proposed the following for the first interview: 30minutes of questions, a 15 minute presentation from candidate regarding supplement questions, and 15 minutes of additional questions.

Mike Darrow and Kari Kraft proposed having four stations for the second interview.

**Station 1:** Community members will participate in a roundtable discussion with each candidate/applicant. Each candidate will give a 5-minute overview of who they are and then will be subjected to 30 minutes of questions.

There was discussion that the people at Station 1 could consist of 2 law enforcement individuals, 2 outside community members, 1 county building person, 2 school staff members, 1 hospital staff person, 2 individuals from the ministry community, 3 individuals from the business community, 1 WITC staff member, and 1 individual from social services.

**Station 2:** Each candidate/applicant will run a 15-minute staff meeting. A topic of the day will include issues related to an upcoming labor contract, staff management, and the upcoming Fun fest event.

There was discussion that the people at Station 2 could consist of department heads, New Richmond Police Department personnel, receptionists, and front office staff. P&FC members would be seated behind this group and would observe this station.

**Station 3:** Interviews will be conducted with each candidate/applicant. This is a type of speed round to interface with each candidate as they will be asked to respond to a series of public safety scenarios, identify priorities, and develop an action plan.

There was discussion that the people at Station 3 would be a mixture of City Council, P&FC, and five community members from Station 1.

**Station 4:** This is the formal presentation from the applicant, after lunch. This is an intimate setting. Each candidate/applicant will be given 45 minutes to address the group on a selected topic. Candidates will have 15 minutes to identify why they believe they are the ideal candidate for the position.

There was discussion that the people at Station 4 would consist of P&FC and the City Council.

8. Discussion of Interview Questions and Scoring System

Kari Kraft discussed the Interview Record Form and the Behavioral Interviewing Process. Please see documents attached to these Minutes.

9. Sample Offer Letter and Process

10. Confirmation of Key Dates and Roles

See Outline Timelines and Process (Tentative) listed above. Finalist interviews and formal offer pending investigation will likely be moved back one week. The City of New Richmond will propose dates for the first and second interviews and advise the P&FC.

11. Overview of Additional Information, Etc.

Mike Darrow provided an overview of all information listed above.

**6. FORMAL ACTION/APPROVAL OF POLICE HIRING PROCESS**

A motion was made and seconded to approve the police hiring process as outlined above pending modifications to the dates proposed. The motion carried.

**7. JOINT MEETING WITH CITY COUNCIL REGARDING ROLES OF POLICE AND FIRE COMMISSION AND CITY COUNCIL**

A meeting will be scheduled to address and define the roles of the P&FC and the City Council.

**8. COMMUNICATION and MISCELLANEOUS**

None.

**9. ADJOURNMENT**

A motion was made and seconded to adjourn the meeting. The motion carried.

**10. NEXT MEETING**

Notice will be issued with details about the next Police and Fire Commission meeting.

**11. ATTACHMENTS**

*(All Attachments were provided by the City of New Richmond-City Administrator/Human Resources)*

- Police & Fire Commission March 4, 2016 Power Point Slides
- Police Chief Qualifications Packet
- Application for Employment
- Possible Supplemental Questions
- Interview Record Form
- Behavioral Interviewing Process