

NEW RICHMOND POLICE AND FIRE COMMISSION

April 14, 2016 Meeting Minutes

1. CALL TO ORDER

The meeting was called to order at 7:00 PM.

2. ROLL CALL

Present:

Don Schoenherr	dkschoenherr@gmail.com
Pat Becker	becker41@frontiernet.net
Wendy Dadez	wdadez@hotmail.com
Mike Montello	mmontello@bernardsnt.com
David Levi	dhlevi1@frontier.com

Copy To:

Fred Horne	mayorfred@frontier.com
Patty VanVynckt	pvanvynckt@newrichmondwi.gov
Nicole Friendt	nrfireoffice@frontiernet.net
James VanderWyst	nrfire@frontiernet.net
Craig Yehlik	cyehlik@newrichmondwi.gov
Mike Darrow	mdarrow@newrichmondwi.gov
Kari Kraft	kkraft@newrichmondwi.gov
Tanya Reigel	treigel@newrichmondwi.gov

3. ADOPTION OF AGENDA

A motion was made by Wendy Dadez and seconded by Mike Montello to adopt the Agenda as written. The motion carried.

4. CHIEF OF POLICE INTERVIEW PROCESS AND DISCUSSION OF UPCOMING MEETING DATES

1st Applicant Interviews will be scheduled for Wednesday, April 20th at the Civic Center in a "comfortable" interview atmosphere as opposed to a "stress" interview atmosphere. Interviews will be held from 8:30 AM to 5:00 PM. Interviewers will meet at 8:00 AM beforehand and the dress is business casual. A list of second interview invites will be determined at the end of 1st interviews.

2nd Applicant Interviews will be scheduled for Monday, May 2, 2016.

5. APPLICATION REVIEW BY CANDIDATE NUMBER AND DETERMINATION OF CANDIDATES FOR INTERVIEW I

Twelve applications were received by Kari Kraft. Applications were reviewed by Kari Kraft, Noah Wiedenfeld, Sally Field, Pat Becker, and Dave Levi. It was discussed that candidate number 3 and candidate number 6 had discrepancies on their work history (application and resume). If the Police & Fire Commission decides to offer an interview to these individuals, this information will need to be clarified. The first screening consisted of weeding out applicants that did not meet the minimum qualifications. It was discussed that all candidates that met the minimum qualifications should be invited to the initial interview. It was also discussed that it is okay for Kari Kraft to advise candidates of what the former police chief's salary was when speaking with the candidates.

A motion was made by Mike Montello and seconded by Dave Levi to invite all seven candidates, that met the minimum qualifications, to the initial interview. The motion carried.

The Commission discussed that a personalized e-mail will be sent to each individual not proceeding to the interview phase. Kari Kraft will send the rejection e-mails.

Candidate criminal history and motor vehicle checks will be done prior to placing calls to schedule interviews. Kari Kraft will take care of having these done.

6. COMMUNICATION and MISCELLANEOUS

NEXT MEETING ITEMS

Approval of the April 5, 2016 Meeting Minutes.

Approval of the April 14, 2016 Meeting Minutes.

There was discussion about who prepares the Police and Fire Commission Agendas. The preparation and distribution of the P&FC Agenda was previously handled by the former Chief of Police Mark Samelstad. City Clerk Tanya Reigel prepared the Agenda for this meeting. Nicole Friendt of the Fire Department has been preparing the meeting notes. Don Schoenherr has requested copies of both the Agenda and Meeting Minutes prior to distribution.

7. ADJOURNMENT

A motion was made by Pat Becker and seconded by Wendy Dadez to adjourn the meeting. The motion carried. The meeting ended at 7:55 PM.

8. NEXT MEETING

The next Police and Fire Commission meeting has yet to be scheduled.