

New Richmond Police and Fire Commission
September 16, 2015 Meeting Minutes

1. Call to Order

The meeting was called to order at 11:05 AM.

2. Roll Call

Present:

Mark Samelstad	msamelstad@newrichmondwi.gov
Pat Becker	becker41@frontiernet.net
Mike Montello	mmontello@bernardsnt.com
Don Schoenherr	dkschoenherr@gmail.com

Copy To:

Wendy Dadez	wdadez@hotmail.com
Fred Horne	mayorfred@frontier.com
Mike Darrow	mdarrow@newrichmondwi.gov
James VanderWyst	nrfire@frontiernet.net
Nicole Friendt	nrfireoffice@frontiernet.net
David Levi	dhlevi1@frontier.com

3. Adoption of Agenda

Motion made by Mike Montello and seconded by Pat Becker to adopt the September 16, 2015 Agenda as written. The motion carried.

4. July 30, 2015 and September 10, 2015 Commission Meeting Minutes

Motion made by Pat Becker and seconded by Mike Montello to forego the reading of the July 30, 2015 and September 10, 2015 Meeting Minutes as they were distributed to all. The motion carried.

Motion made by Pat Becker and seconded by Mike Montello to approve the July 30, 2015 Minutes as they were written. The motion carried.

Motion made by Pat Becker and seconded by Mike Montello to approve the September 10, 2015 Minutes as they were written. The motion carried.

5. Lieutenant Jerry Cody's Retirement Notice

Motion made by Mike Montello and seconded by Pat Becker to approve Lieutenant Jerry Cody's Retirement Notice, effective October 2, 2015.

There will be a retirement gathering planned for the end of October - invites will be sent out.

6. Conditional Hiring of Two Police Officers

Chief Samelstad advised that he met with Joe Kastens and made a conditional offer of employment pending the results of a physical, drug screen, and psychological exam. He is scheduled to begin October 5th.

Chief Samelstad advised that he met with Jarred McLain and made a conditional offer of employment pending the results of a physical, drug screen, and psychological exam. He is scheduled to begin October 12th.

Chief did attempt to contact candidate Kyle Youker several times; however, he was unable to reach Mr. Youker. Chief will follow-up with Mr. Youker to see if he would like to remain on the eligibility list.

Motion made by Mike Montello and seconded by Pat Becker to approve the conditional hiring of Joe Kastens and Jarred McLain.

7. Lieutenant Promotion Process

Chief Samelstad advised that there currently is a department policy in place for Detective/Sergeant promotions; however, the promotion process for Lieutenant needs to be determined by the Police and Fire Commission.

The Commission advised that they would like to be part of the interview process for lieutenant as this position is second in command to the Chief of Police.

There was further discussion about the lieutenant position regarding what the qualifications and testing should be, who will be eligible to apply, does the posting for this position stay internal, should there be an outside interview panel, etc. Chief advised that there is a written test available for a first line supervisor position or that he could call other departments for testing questions for a second in command position if the Commission is interested in utilizing a written test. It was mutually agreed that if the position is going to stay in-house, there really is no value to a written test. Chief stated that his recommendation is that this position be filled from within the New Richmond Police Department. There was further discussion of opening the position to outside of the department as this would provide a broader field of candidates to choose from. Chief advised that there could be some financial ramifications opening the position up to the public and that he will have to discuss this matter further with Council.

Chief Samelstad advised that in the interim, Craig Yehlik will be the acting Lieutenant until the position is permanently filled.

Motion made by Mike Montello and seconded by Pat Becker to adopt the Lieutenant hiring procedure which includes: 1) Post the position in-house. 2) Receive applications. 3) Interview of candidates by Chief of Police. 4) Interview of candidates by Commission. 5) Recommendation of candidate. 6) Offer of position. The motion carried.

Motion made by Mike Montello and seconded by Pat Becker that the qualifications for the Lieutenant position be limited to individuals that have held the rank of Sergeant or above within the New Richmond Police Department. The motion carried.

8. Communication and Miscellaneous

None.

9. Adjournment

Motion made by Mike Montello and seconded by Pat Becker to adjourn the meeting at 11:41 AM. The motion carried.

10. Next Meeting

The next Police and Fire Commission meeting will be scheduled for the week of September 19th. An e-mail will be sent out with the specific date, time, and location.