



156 East First Street  
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**June 13, 2016**

**TO ALL POLICE AND FIRE COMMISSION MEMBERS:**

Pat Becker                      David Levi  
Wendy Dadez                  Mike Montello  
Jane Hansen

The City of New Richmond Police and Fire Commission will conduct a meeting on Thursday, June 16, 2016 at 5:30 p.m. at the Fire Hall, 106 South Arch Avenue, New Richmond, Wisconsin 54017.

**AGENDA:**

1. Roll Call
2. Adoption of Agenda
3. Approval of the Minutes from the Previous Meeting - May 24, 2016
4. Closed Session per State Statute 19.85 (1)(c) - Lieutenant Interviews
5. Open Session - Action on Closed Session Agenda
6. Progress on Updated Job Descriptions
7. COPS Grant Information
8. Officer Community-Oriented Policing Programs
9. Training Audit Outcome
10. Fire Department Recruitment Update
11. Evaluation for Chief of Police
12. Communications and Miscellaneous
13. Adjournment

**cc:**

Mayor Fred Horne  
The New Richmond News  
City Administrator Mike Darrow  
New Richmond Police Department

City Council  
Northwest Cable  
City Website

Fire Chief Jim Vander Wyst  
Police Chief Craig Yehlik  
New Richmond Civic Center

## **POLICE AND FIRE COMMISSION**

Tuesday, May 24, 2016

Members Present: Wendy Dadez, Jane Hansen, Pat Becker and Mike Montello

Members Absent: David Levi

Others Present: Jim Jackson, Jim VanderWyst, Richard Haffner, Robin Haffner, Bob Wilson, Roger Lindloff, Craig Yehlik and Jeanne Bergman

Wendy Dadez called the meeting to order at 6:00 p.m. and roll call was taken.

Pat Becker moved to adopt the agenda as presented, seconded by Mike Montello and carried.

### **Election of Officers-President, Vice-President, Secretary**

Mike Montello moved to nominate Wendy Dadez to serve as president, seconded by Jane Hansen and carried.

Pat Becker moved to close the nominations and cast a unanimous ballot for Wendy Dadez, seconded by Mike Montello and carried

Mike Montello moved to nominate Pat Becker to serve as vice-president, seconded by Wendy Dadez and carried.

Mike Montello moved to close the nominations and cast a unanimous ballot for Pat Becker, seconded by Wendy Dadez and carried.

Mike Montello moved to nominate Dave Levi to serve as secretary, seconded by Pat Becker and carried.

Mike Montello moved to close the nominations and cast a unanimous ballot for Dave Levi, seconded by Pat Becker and carried.

### **Discussion on Roles and Upcoming Training Opportunities**

Mike Darrow was not in attendance to speak to the roles of the Commission. Discussion took place on how the meetings are currently run. It was decided all future meetings will be held at the Fire Hall if space is available. Training of Boards and Commission members is currently taking place. Additional training for Police and Fire Commission members is scheduled on November 4<sup>th</sup> and will be held in Wisconsin Dells.

### **Fire Department Recruitment Update and Formal Recommendations**

The fire department typically hires "Paid On-Call Firefighters" every two years. Currently there are seven openings with another vacancy expected in June. Richard Haffner, who is in charge of hiring new recruits, reported there were 25 applicants. As part of the current hiring process, the department typically screens, interviews, tests and ranks candidates in eligibility order. The entire fire department then votes on who they feel should be hired and who should be put on the eligibility list if an opening occurs within one year. The candidates are then presented to the Police and Fire Commission for their consideration. Discussion followed on the Police and Fire Commissions role, interview questions and who should have the final word of when and who is hired or placed on the eligibility list. Before the next round of hiring, the Commission would like the hiring protocol discussed with Kari Kraft. Richard Haffner presented the list of candidates. Mike Montello moved to accept the recommendation from the Fire Department of the seven individuals listed under final rankings to be hired, and the three people on the eligibility list, to remain on the eligibility list, seconded by Pat Becker and carried.

### **Update from Police Chief**

Craig Yehlik gave the following update on the Police Department:

- Departmental training
- Working with St. Croix County, Rotary and Westfields Hospital on the *Drug Take Back Program*
- Working with Bernard's on the Bike Rodeo
- Hiring personnel needed – lieutenant, third detective and police officers for eligibility list
- Lawsuit between City of New Richmond and New Richmond News, we now have more clarification on how reporting is to be done – now no need to redact information
- Became first agency in St. Croix County to become 100% *Alert Certified in Rapid Response*, all officers are now able to work with swat team as an active shooter
- Working with Emergency Management at City and County level
- Community programs are starting – getting more involved and transparent

### **Update from Fire Chief**

Jim VanderWyst offered the following update on the Fire Department:

#### 1. Department Training

- Live house fire burns, completed and future
- Concluded EMR refreshers for the year
- Summer training, more outside and less classroom

#### 2. Additional Fire Training

- Two firefighters last week completed Certified Fire Fighter II
- One firefighter this week will complete Certified Rescue Technician
- Classes are being scheduled for Firefighter I, Cert FFII, Fire Officer and Driver Operations

#### 3. Fire Prevention

- Attend Westfield's Hospital Safety Fair last week
- Will be participating in the schools *Amazing Race* next week
- Funfest Fire Department Water Battle

#### 4. Other

- New recruits, plan to hire seven people, may have one or two by the end of the summer
- NRF & R Advisory Board meeting tomorrow night
- New/Used rescue engine to be picked up June 7<sup>th</sup>, arrives the following week
- WITC board is in the process of reviewing the fire program
- Developing a pay scale based upon education – Phase I was approved by City Council

### **Set Date of Next Meeting**

The next meeting date will be set once Craig Yehlik consults with Kari Kraft on the hiring process for the lieutenant's position. Also discussed was the mode of notification in contacting members.

### **Communications and Miscellaneous**

None

Mike Montello moved to adjourn the meeting, seconded by Pat Becker and carried.

Meeting adjourned at 7:04 p.m.

Minutes by Jeanne Bergman



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*Craig Yehlik*  
*Chief of Police*

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June 10, 2016

Progress on updated job description.

At the May department head meeting each department within the City was asked to update the current job description. The City has an updated format. The descriptions are underway. Current jobs within the police department include Chief, Lieutenant, Detective (2), Drug investigator, Sergeant (2), Patrol Officer (9), Administrative Assistant, Administrative Secretary (Part time), Building maintenance.

Time Line for back filling open positions

With the three applicants for the Lieutenants position being two detectives and one patrol sergeant it is going to be inevitable that there will have to be another promotional process in the near future. Once the Lieutenants position is filled I would like to start back filling that created opening and also the third approved drug detective position.

Current recruitment and hiring process

We have just finished panel interviews June 10. I will have a specific breakdown on how many passed the panel and physical agility.

COPS Grant

There is a federal grant which is a community Oriented Policing Services (COPS) Grant. Following the presidential Task Force on 21<sup>st</sup> Century Policing one of the uses for the grant is a School Resource Officer. The grant covers three years with a federal Government payout of \$125,000.00 (maximum) so this amount does not completely cover an entry level officer for the full three years. There would be some cost to the City and the School over the first three years but would add another position to the Police Department. School Superintendent Patrick Olson has agreed that there is interest at the school board level and would like the Police Department to apply for the grant.

Recent community oriented projects

Library - The Library made a request to have an officer and squad car present at their "on your mark get set read" kickoff event. Officer Katie Chevrier was there and reported a huge success with a lot of kids going through the squad and asking a lot of questions.

Business and residential contacts - Sgt. Nick Cramlet is putting the finishing touches on the business and residential "building relationships" program. This is going to have each shift have officers assigned to a quadrant of the city. We are

encouraging officers to get out of the squad car, make face to face contacts with business owners and residents within the city to Build relationships and solve problems.

CSO position - The New Richmond Police Department is exploring the idea of having a community Service Officer Position for the rest of the summer. This would be a non-sworn position funded through the monies available from the resignation of Chris Conway, bike rodeo safety fair, child safety funding and community programs funds.

#### Training Audit

I just finished a training audit. All officers have their required training hours documented for this fiscal year that ends June 30, 2016. We did find that four of our officers were deficient in the emergency vehicle operations for the 2014/2015 Biennium, which is mandatory training. Chief Tom Marson was able to come and offer the training so all officers are now compliant for this year.



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**TO:** Police and Fire Commission Members

**FROM:** Kari Kraft, Human Resources Manager & Executive Assistant

**RE:** Chief of Police Evaluation

**DATE:** June 9, 2016

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**BACKGROUND**

At the March 4, 2016 Police and Fire Commission meeting, the hiring process for the Chief of Police was discussed and approved. At that time, it was decided that an offer of employment for a new Chief would be contingent on the successful completion of a background investigation as well as a Psychological Evaluation. The process of completing a full background investigation and psychological evaluation has been the historical practice of the department when making a job offer to an external candidate however; the requirement hasn't applied to existing employees who are making promotional moves within the department.

**RECOMMENDATION**

In light of the fact that an internal candidate was chosen for the promotion to Chief of Police, I am recommending to the Police and Fire Commission that we remove the contingency of completing a full background investigation and psychological evaluation as historical practice dictates.