

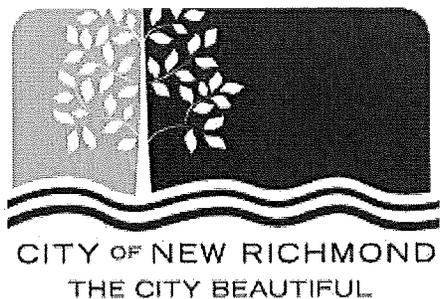
NOTICE OF PUBLIC MEETING

The City of New Richmond Board of Police and Fire Commissions will conduct a meeting on March 4, 2016 at 9:15 am in the Conference Room of the New Richmond Fire Department, 106 S. Arch Avenue, New Richmond, Wisconsin 54017.

1. Call to Order
2. Roll Call
3. Adoption of Agenda
4. Reading and approval of minutes of February 23, 2016 Commission Meeting
5. Discussion of Chief of Police Hiring Process
 1. Outline Timelines and Process
 2. Outline job posting sites
 3. Overview of application and supplemental questions
 4. Discussion of community meeting
 5. Outline screening process
 6. Discussion of interview processes and concepts
 7. Discussion of interviews
 8. Discussion of interview questions and scoring system
 9. Sample offer letter and process
 10. Confirmation of key dates and roles
 11. Overview of additional information, etc.
6. Formal Action / Approval of Police Hiring Process
7. Discussion of joint meeting with City Council regarding roles of Police and Fire Commission and City Council
8. Communication and Miscellaneous
9. Adjournment

Copies to: Fred Horne, Mayor
Mark Samelstad, 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
Mike Darrow, City Administrator

Date Posted: February 29th, 2016



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MEMORANDUM

TO: Police and Fire Commission

FROM: Mike Darrow, City Administrator

DATE: February 29, 2016

SUBJECT: Chief of Police Hiring Process

BACKGROUND

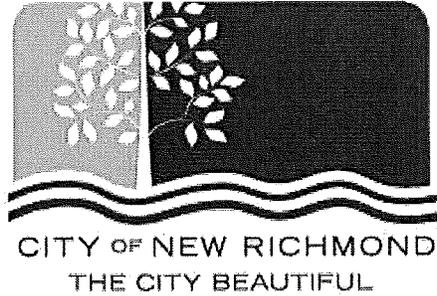
During the Police and Fire Commission meeting on February 23, 2016, the Commission approved conducting a work session on Friday, March 4, 2016 to begin the process of screening, interviewing, and permanently hiring the City of New Richmond's next Chief of Police. During that meeting, our office provided a brief overview of the process as well as the administration and human resource involvement in this process. The purpose of this work session is to review each step in the process, which will include the following:

- a) Outline timeline and process
- b) Outline job posting sites
- c) Overview of application and supplemental questions
- d) Discussion of community meeting
- e) Outline screening process
- f) Discussion of interview processes and concepts
- g) Discussion of interviews
- h) Discussion of interview questions and scoring system
- i) Sample offer letter and process
- j) Confirmation of key dates and roles

Staff will provide an overview of each item during the work session.

RECOMMENDATION

After review of each item and input from the Police and Fire Commission, staff will ask that the Police and Fire Commission formally approve of the Chief of Police hiring process.



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MEMORANDUM

TO: Police and Fire Commission

FROM: Mike Darrow, City Administrator

DATE: February 29, 2016

SUBJECT: Discussion of Joint Meeting with the City Council and the Police and Fire Commission

BACKGROUND

The purpose of this joint meeting is to discuss the roles and responsibilities of both the City Council and Police and Fire Commission. To assist in the discussion, we recommend that City Attorney Nick Vivian provide an overview of various responsibilities, as well as outline various training sessions for 2016.

RECOMMENDATION

The Police and Fire Commission will be asked to consider future meeting dates with the City Council for a joint meeting.