NOTICE OF PUBLIC MEETING

The City of New Richmond Board of Police and Fire Commissions will conduct a meeting on July, 12th 2016, at 6:00 p.m. in the Conference Room of the New Richmond Fire Department. 106 S Arch Ave, New Richmond, Wisconsin 54017.

1. Call to Order
2. Roll Call
3. Adoption of Agenda
4. Reading and approval of minutes of June 16, 2016 Commission meeting
5. Chief's Contract (Mike Darrow)
6. Board of Commission Responsibilities (Mike Darrow)
7. Closed Session
    a. Interview four police officer candidates
8. Update on hiring process for vacant detective position
9. Update on hiring process for approved drug detective position
10. Communication & Miscellaneous
11. Adjournment

Copies to: Fred Horne, Mayor
Craig Yehlik, Chief of Police
James Vanderwyst, Fire Chief
Nicole Friendt
Linda Hagen
All Police & Fire Commission Members
New Richmond News
Local Cable Access
New Richmond Civic Center
New Richmond Police Department

Date Posted: July 7, 2016

POLICE AND FIRE COMMISSION

Thursday, June 16, 2016

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

Others Present: Craig Yehlik, Sally Fields and Linda Hagen

Wendy Dadez called the meeting to order at 5:32 p.m.

Mike Montello motioned that the meeting be called to order, seconded by Pat Becker and carried.

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

Mike Montello moved to approve the minutes from the previous meeting, May 24, 2016, seconded by Pat Becker.

Mike Montello moved to go into closed session per SS 19.85(1)(c), seconded by Wendy Dadez and carried.

7:59 p.m. Open Session – Action on Closed Session: Mike Montello moved to approve Chief Yehlik's recommendation to offer the lieutenant's position to Veronica Koehler, seconded by Wendy Dadez and carried.

Chief Yehlik will notify all candidates of the results tonight and work with HR as needed.

Job Descriptions – The police department's job descriptions will be updated by the end of the month with minimal change other than the format to match that of the City's format. The two main duty detective job descriptions will remain the same and the new detective position will be different in that it will be primarily a drug investigation detective with a limited term appointment.

COPS Grant Information – This is a community orientated policing grant. The grant is specific as to what it can be used for (e.g. school resource office). Patrick Olson has asked if this is something we are interested in. This is a 3 yr commitment plus an additional year, otherwise you have to pay the grant back in full.

Deadline to apply is June 23, 2016 to get grant paperwork turned in; the grant is for $125,000.00; It covers 75% of an officers salary for three years, 25% the city covers.

Mayor Horne gave Chief Yehlik approval to go ahead with this grant with council approval if we are awarded the grant.

The result of having a school resource officer is lower truancy issues, lower crime, and the officer will be able to build a rapport with students

Community Service Officer – This is a non-sworn position in a bright yellow shirt on a police bike riding through the trailway systems and parks dealing with juveniles, littering, dog issues and representing the N.R.P.D. This person could issue bike warnings etc.

The position would be 35 hrs/wk at $12.00/hr. If there is inclimate weather this person could ride along with an officer.

This person should have their first year of law enforcement school completed.

Training Audit Outcome – Completed. Everyone is compliant for 2014-2015. 2016 will be a fresh start.

Fire Department Recruitment Update – Chief VanderWyst provided a list of the new recruits (see attachment).

Evaluation of Chief of Police – Pat Becker made a motion to table this issue, seconded by Mike Montello and carried.

Kari Kraft, Human Resources Manager & Executive Assistant for the City of New Richmond, sent a memo dated June 9, 2016 to remove the contingency of completing a full background investigation and psychological evaluation due to hiring from within and Chief Yehlik being with the department for twenty years.

Jane Hansen/Sally Fields questioned the potential liability issues.

It was decided by the Council to wait for the next meeting so that Kari Kraft could be part of the discussion.

Communications and Miscellaneous –

Police Chief – Eligibility List has been narrowed down to four (4) candidates, the next step is for the Police and Fire Commission to interview these four individuals.

The interview date has been set for Thursday, July 12, 2016 at 6:30 p.m.

Chief Yehlik will send letters and call each individual on Friday, June 17, 2016 to make them aware of the date of the interview.

After these interviews the next step is to have background checks done by the N.R.P.D. on these individuals.

When the process of the next eligibility list happens Chief Yehlik would like to meet with the Police and Fire Commission to come up with a plan to make this process more streamlined.

Evidence Room – Chief Yehlik said that there is a plan in place but will not proceed until all positions at the police department are filled.

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