

POLICE AND FIRE COMMISSION AGENDA
TUESDAY, JANUARY 12, 2016
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

Roll Call

Pledge of Allegiance – President Lopnow

1. Consideration of a motion to approve the Police and Fire Commission minutes of December 8, 2015
2. Fire Department Update and Monthly Report
3. Police Department Update and Monthly Report
 - a. Consideration of a motion to release Officer Joswick from probationary status.
4. Consideration of a motion to adopt changes to the Police and Fire Commission Rules and Regulations.
5. Consideration of a motion to adjourn into Closed Session under Wis. Stats. 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation over which the governmental body has jurisdiction or exercises responsibility.

- Items: 1) Discuss Police Department personnel matter
2) Conduct oral interview(s) for Firefighter Candidate(s)

Following the Closed Session the Police and Fire Commission may either adjourn or reconvene in Open Session if there is any action to be taken other than adjournment. Possible action items: Announcement of candidate(s) for Firefighter

Darlene Igl
Village Clerk

**VILLAGE OF HARTLAND
POLICE & FIRE COMMISSION
MEETING MINUTES
TUESDAY, December 08, 2015
7:00 P.M.**

BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

- 6:58 PM Meeting called to order by Commission President Loppnow
 - Commissioner Redlin read the roll for attendance
 - Present : Commissioners Loppnow, Redlin, Rebholz, Wojciechowski
 - Excused: Commissioner Riesinger
 - Also in attendance : Police Chief Robert Rosch, Fire Chief David Dean
 - Pledge of Allegiance led by Commissioner Loppnow.
 - Commission President Loppnow made an Announcement that a Closed Session will be held at the conclusion of the regular agenda items.
1. Consideration of a motion to approve the Police and Fire Commission Minutes for meetings held on November 10th, 2015.
 - a. Motion by Commissioners Rebholz / Loppnow to approve the Hartland Police & Fire Commission minutes for the meeting of November 10th, 2015. The motion carried on the unanimous vote of the Commissioners present.
 2. Fire Department Update and Monthly Report – Fire Chief David Dean
 - a. Chief Dean briefly reviewed the November, 2015 Call Summary and Monthly Response Reports for the Commissioners ... 65 EMS calls and 18 Fire calls .
 - b. Chief Dean reported that the HFD had been involved, for training purposes, with the teardown of the old “Capitol Plaza Shopping Center”. It had a steel roof and the teardown provided a unique opportunity for training to HFD personnel.
 - c. The Chief then indicated that the Department is continuing with the “Joint Venture Agreement” with the Lake Country Fire Department and he also indicated that a new “Zone” , Zone 4, was recently created in the HFD covered territory.
 - d. Chief Dean then related that Sharon Dyer is back on staff, having received the requisite medical release after a recent health related matter.
 - e. Chief Dean reported that the proposed acquisition of a new ladder truck, as related previously, is planned to be discussed further with the Village Board during the next meeting on 12/14/2015 . The department would consider selling two existing trucks in a planned acquisition of the new truck; delivery would be in Sept, 2017.

f. The Chief then distributed copies of proposed, revised / amended Rules and Regulations of the POLICE AND FIRE COMMISSION of the VILLAGE OF HARTLAND for further consideration by the commissioners, along with a newly rewritten / revised Chapter Three of the HARTLAND FIRE DEPARTMENT STANDARD OPERATING GUIDELINE. The Chief and the Department have been working to refine and update the Guidelines over the last year and will continue to revise subsequent Chapters of what was The HFD Handbook over the ensuing months. The proposed revisions to the HPFC document would bring it into congruity with the revised Operating Guideline.

3. Police Department Update – Police Chief Rosch

- a. Chief Rosch again reported that the previously discussed Accreditation process has, as expected, moved along to the Inspection phase. The actual on-site Accreditation Assessment has been conducted in November, from the 17th through the 19th. The Chief indicated that the Public *was* involved in the process and he thanked all who responded to the public notices/requests for comments and made special mention of the HPD Support Staff, and Viki Dobbertin, in particular, as instrumental in the HPD effort to successfully accomplish the Inspection Phase for Accreditation. There are 238 Accreditation Standards defined and 226 of them apply to the HPD, with over 500 detailed “sub-standards” considered, as well. Policy Manual editing was a detailed and time consuming part of the process. The Chief indicated that the HPD was “on the docket for consideration” at the upcoming meeting of the Accreditation Panel for 12/21/2015. The Chief reported, again, that the process, once successfully completed, requires a re-accreditation inspection / assessment be done every three years thereafter to retain the credential. The Chief indicated that the credential is valuable to the Village from the standpoint of professionalism in the HPD as well as recruitment, retention and insurance cost containment considerations, as well.
- b. The Chief also reported that the Village had, again, been chosen as a “stop” for the Annual Holiday Train. Accordingly, extra security was provided on the Friday night, December 4, 2015 event and he thanked the HPD staff and, as well, Chief Dean and the Hartland Fire Department for the excellent support they provided for the event. There were estimates that over 15,000 people converged on Hartland to experience the Holiday Train and the annual “Tree lighting” event in downtown Hartland that evening. He reported only *one* arrest from a generally “well behaved” crowd that night.
- c. According to Chief Rosch, Lieutenant Stacey Kelsey is, as reported earlier, expecting a child, her fourth, in approximately June of 2016. Accordingly, she is planned to be scheduled for “light duty” beginning in January 2016.
- d. Chief Rosch reported that the Village could expect “labor peace”, since a new three-year contract with the HPD and the Police Union has been negotiated and plans are to submit the proposed new Agreement to the Village Board for its approval on 12/14/2015.

4. Consideration of a Motion to Adjourn into Closed Session

- a. Commission President Loppnow requested a motion to adjourn into Closed Session under Wis. Stats. §19.85(1)(c) Considering employment, promotion, compensation or performance evaluation over which the governmental body has jurisdiction or exercises responsibility.

Items: 1) Conduct oral interview(s) of Firefighter candidate(s) ...

On motion of Commissioners Wojciechowski / Rebholz to enter closed session, the roll call vote to enter closed session was taken as follows:

Commissioners Loppnow “yes”, Wojciechowski “yes”, Redlin “yes”, Rebholz “yes”

The commission *entered* closed session at 7:47 PM

On motion of Commissioners Wojciechowski / Rebholz the closed session ended at 8:25 PM.

The roll call vote to *exit* closed session was taken as follows:

Commissioners Loppnow “yes”, Wojciechowski “yes”, Redlin “yes”, Rebholz “yes”

Commissioners Wojciechowski / Rebholz made a Motion to recommend each of the HFD job candidates interviewed during the Closed Session, Joseph J. Cull and Jeremiah M. Bishop, to Fire Chief Dean for further consideration as new Village of Hartland Fire Department employees. The Motion carried unanimously.

5. Adjournment

There being no further matters to come before the Village of Hartland Police and Fire Commission and, on motion of Commissioners Rebholz / Redlin, the Commission voted unanimously to adjourn.

Meeting adjourned at 8:28 PM.

Respectfully submitted,



Ralph R. Redlin, Commissioner
Commission Secretary

Susan M. Loppnow, Commissioner
Commission President

E. Fire Department - Application and Qualification for Voluntary Membership.

1. Minimum Qualifications:

- a. At least 18 years of age;
- b. Valid Wisconsin driver's license;
- c. The necessary interest, aptitude and ability to be a good firefighter or Emergency Medical Technician ("EMT") and a credit to the Fire Department.

2. Applications. Eligible persons may apply to the Chief Officer for membership. The Chief Officer shall review said applications and make a recommendation to the Police and Fire Commission. The candidate shall be appointed subject to supplying either a certificate of physical examination from an attending physician or have a Fire Department physical examination.

3. Member - Classification. The Chief shall, from time to time, classify all members as follows:

- a. **Active Firefighters/EMTs.** Active firefighters and EMTs shall be competent and experienced members who are actively engaged in the fire fighting, administration, or rescue functions of the Fire Department. All active firefighters and EMTs shall be chosen by and be subject to such requirements as are from time to time established by the Chief.
- b. **Probationary Firefighters/EMTs.** Probationary firefighters and EMTs shall be members training to become active firefighters or EMTs. They shall be subject to such extended training and supervision as the Chief shall determine. Probationary firefighters and EMTs shall become active firefighters or EMTs only upon recommendation of the Chief and approval by the Fire and Police Commission.
- c. **Operating Officers.** The Chief may appoint from active firefighters and EMTs such Assistant Chiefs, **Division Chiefs**, and such other officers as the Chief may deem necessary, subject to the approval of the Fire and Police Commission.
- d. **Support Staff/Auxiliary.** Support Staff/Auxiliary Members shall be responsible for responding to emergency medical situations, fires, drills, and other incidents where support and assistance may be needed. These incidents may be dangerous in nature as they may be emergency scenes. The primary goal of the support staff/auxiliary is to provide support at fire calls, medical emergencies, trainings, public relation functions and other station duties.

(1) In the absence of the Chief, an Assistant Chief or Division Chief shall command in the capacity of the Chief. He/she shall execute his/her duties in accordance with the operational procedures and directives as set down by the Chief.

- (2) Any Captain appointed by the Chief shall command his/her company and have control thereof.
- (3) The Captain shall be responsible for the conditions of his/her assigned apparatus and equipment.
- (4) The Lieutenant of each company appointed by the Chief shall assist his/her Captain in the discharge of his/her duties. In the absence of the Captain, the Lieutenant shall officiate in his/her capacity.

F. Qualifications and Requirements for Fire Department Members.

- 1. Qualifications and Requirements for Fire Chief. (~~Excluding Current Chief, Allen Wilde.~~)
 - a. applicant must possess State of Wisconsin certification for Firefighter Level 2;
 - b. applicant must possess Wisconsin Fire Officer 1 certification;
 - c. applicant must possess an EMT ~~Level I~~ license;
 - d. applicant must be a Certified State of Wisconsin Fire Inspector;
 - e. applicant must have eight (8) years supervisory experience as a Lieutenant or higher in a fire department;
 - f. applicant must have a minimum of ten (10) years experience with a federal, state, or local fire department;
 - g. applicant must demonstrate skills in community relations planning, personnel planning, and maintaining effective working relationship with full and paid on-call firefighters and EMTs;
 - h. applicant is required to submit to a medical examination consistent with the requirements of the position, after an offer of employment and prior to appointment;
 - i. applicant must evidence excellent moral character and the highest personal integrity;
 - j. applicant must have Bachelors or closely related degree in fire science; and
 - k. applicant must have a valid State of Wisconsin driver's license.

- 2. Qualifications and Requirements for Assistant Fire Chief.

~~These requirements do not apply to any officer holding this position as of January 1, 2003. Any person appointed to this position on or after March 24, 2003 may be granted a limited exemption with respect to specific requirements but only up to and no later than December 31, 2005.~~

 - a. applicant must possess State of Wisconsin certification for Firefighter Level 2;
 - b. applicant must have obtained Fire Officer Level 1 certification;
 - c. applicant must possess an EMT ~~Level I~~ license;
 - d. applicant must be a Certified State Fire Inspector;
 - e. applicant must be a State Certified Fire Instructor;

- f. applicant must have ten (10) years of fire department experience with a federal, state, or local fire department;
- g. applicant must have five (5) years supervisory experience as a Lieutenant or higher in a Fire Department;
- h. applicant must possess good personal, leadership, and public relations skills;
- i. applicant is required to submit to a medical examination consistent with the requirements of the position, after an offer of employment and prior to appointment;
- j. applicant must evidence excellent moral character and the highest personal integrity;
- k. applicant must have an associate degree in fire science;
- l. applicant must have a valid State of Wisconsin driver's license; and
- m. applicant must demonstrate skills in community relations planning, personnel planning, and maintaining effective working relationships with full and paid on-call firefighters and EMTs.

3. Qualifications and Requirements for Division Chief. (Fire) and or (EMS)

- a. applicant must possess State of Wisconsin certification for Firefighter Level 2;
- b. applicant must have obtained Fire Officer Level 1 certification or equivalent;
- c. applicant must possess an EMT license for Division Chief EMS; Service level preferred.
- d. applicant must be a Certified State Fire Inspector;
- e. applicant must be a State Certified Fire Instructor;
- f. applicant must have ten (10) years of fire department experience with a federal, state, or local fire department;
- g. applicant must have five (5) years supervisory experience as a Lieutenant or higher in a Fire Department;
- h. applicant must possess good personal, leadership, and public relations skills;
- i. applicant is required to submit to a medical examination consistent with the requirements of the position, after an offer of employment and prior to appointment;
- j. applicant must evidence excellent moral character and the highest personal integrity;
- k. applicant must have a valid State of Wisconsin driver's license;
- l. applicant must demonstrate skills in community relations planning, personnel planning, and maintaining effective working relationships with full and paid on-call firefighters and EMTs.

4. Qualifications and Requirements for Fire Captain. (~~Excluding the person who was Fire Captain as of January 1, 2003.~~)

- a. applicant must possess State of Wisconsin Certification for Firefighter Level 2;
- b. applicant must possess Fire Officer Level 1 certification;

- c. applicant must possess an EMT ~~Level-I~~ license;
- d. applicant is required to submit to a medical examination consistent with the requirements of the position, after an offer of employment and prior to appointment;
- e. applicant must evidence excellent moral character and the highest personal integrity;
- f. applicant must have five (5) years of fire department experience with a federal, state, or local fire department;
- g. applicant must have two (2) years of supervisory experience as a Lieutenant in a fire department; and
- h. applicant must possess good personal, leadership, and public relations skills.

5. Qualifications and Requirements for Fire Lieutenants. (~~Excluding the person(s) who was a Lieutenant as of January 1, 2003.~~)

- a. applicant must possess State of Wisconsin certification for Firefighter Level 2;
- b. applicant must possess State of Wisconsin Fire Officers Level 1 certification;
- c. applicant must have three (3) years of fire department experience with a federal, state, or local fire department;
- d. applicant must have good personal leadership and public relations skills;
- e. applicant is required to submit to a medical examination consistent with the requirements of the position, after an offer of employment and prior to appointment;
- f. applicant must evidence excellent moral character and the highest personal integrity.

6. Qualifications and requirements for EMS Lieutenants

- a. applicant must possess minimal State of Wisconsin EMT License;
- b. applicant must have three (3) years of fire department experience with a federal, state, or local fire department;
- c. applicant must have good personal leadership and public relations skills;
- d. applicant is required to submit to a medical examination consistent with the requirements of the position, after an offer of employment prior to appointment
- e. applicant must evidence excellent moral character and the highest personal integrity.

7. Qualifications and Requirements for Fire Safety Officers. (~~Excluding the person(s) who was a Fire Safety Officer as of January 1, 2003.~~)

- a. applicant must possess State of Wisconsin certification for Firefighter Level 1;
- b. applicant must have three (3) years experience with a federal, state, or local fire department;
- c. applicant must be a fire department member;
- d. applicant must possess knowledge of OSHA and state laws regarding safety at the scene of a fire;

- e. applicant must have a knowledge of the potential safety and health hazards involved in firefighting;
- f. applicant must have a knowledge of the principles and techniques of managing a safety and health program;
- g. applicant must have a good personal leadership and public relations skills;
- h. applicant is required to submit to a medical examination consistent with the requirements of the position, after an offer of employment and prior to appointment;
- i. applicant must evidence excellent moral character and the highest personal integrity.

8. Qualifications and Requirements for Fire and EMS Training Officers.
(~~Excluding the person(s) who was a Fire or EMS Training Officer as of January 1, 2003.~~)

- a. applicant must possess three (3) years experience with a federal, state, or local fire department;
- b. applicant must be a certified fire or EMS instructor;
- c. applicant must have good personal leadership and public relations skills;
- d. applicant is required to submit to a medical examination consistent with the requirements of the position, after an offer of employment and prior to appointment;
- e. applicant must evidence excellent moral character and the highest personal integrity.

9. Qualifications and Requirements for Firefighters and Emergency Medical Technicians.

- a. applicant must have attained at least eighteen (18) years of age;
- b. applicant must have an unrestricted valid Wisconsin driver's license;
- c. applicant must complete State of Wisconsin certification for Firefighter Level 1 (one);
- d. applicant must be a high school graduate, priority will be given to those applicants with educational studies in fire science;
- e. applicant is required to submit to a medical examination consistent with the requirements of the position, after an offer of employment and prior to appointment;
- f. applicant must evidence excellent moral character and the highest personal integrity.

10. Qualifications and Requirements for Support Staff/Auxiliary Members.

- a. applicant must have attained at least eighteen (18) years of age;
- b. applicant must be able to work long hours under sometimes hazardous conditions;
- c. valid driver's license preferred;
- d. CPR Certification preferred.

11. Applicants or appointees who fall short of the education requirements but who otherwise meet the requirements for the position may, at the discretion of the Chief, take such courses necessary to meet those requirements in a time period to be determined by the Chief.

V. DISCIPLINARY MATTERS.

A. Rules of Conduct. Each Chief shall promulgate rules of conduct for his/her department members. Each Chief shall provide an informational update on the status of such rules to the Police and Fire Commission. No approval of such rules by the Police and Fire Commission is required. The frequency and form of updating is at the discretion of the respective Chief.

B. Departmental Discipline. In accordance with applicable departmental policies, procedures, and regulations subordinates may, for just cause, be disciplined by Chief officers as follows:

1. Subordinates may be temporarily removed from duty with the pay and benefits ordinarily entitled to be renewed.
2. Subordinates may be suspended with loss of pay and benefits.
3. Board to be Notified of Suspensions. Chief officers shall notify the President, Vice-President, and Secretary of the Board in writing within twenty-four (24) hours of imposition of any penalty involving suspension with loss of pay and/or benefits and such notice shall be mailed by the Secretary to all other Board members without delay.
4. Reduction in Rank or Removal. No subordinate shall be removed or reduced in rank except by the Board following a hearing conducted under the provisions of Wis. Stat. § 62.13 and these Rules and Regulations.
5. Appeals of Departmental Disciplinary Actions. Any subordinate subject to a suspension imposed by a Chief officer may seek review of same by making a written request for a hearing before the Board. Said request shall be served on the department

13

Chief and