

POLICE AND FIRE COMMISSION AGENDA
TUESDAY, APRIL 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 March 8, 2016.
2. Fire Department Update and Monthly Report
3. Police Department Update and Monthly Report
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) Conduct oral interview(s) for Firefighter
2) Discussion related to Fire Department Officer Candidates

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 and Consideration of approval of promotions/demotions of Fire Dept. Officers

Darlene Igl
Village Clerk

**VILLAGE OF HARTLAND
POLICE & FIRE COMMISSION
MEETING MINUTES
TUESDAY, March 08, 2016
7:00 P.M.**

BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

- 6:56 PM Meeting called to order by Commission President Loppnow
 - Commissioner Redlin read the roll for attendance
 - Present : Commissioners Loppnow, Redlin, Rebholz, Wojciechowski, 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 January 12, 2016.
 - a. Motion by Commissioners Rebholz / Riesinger to approve the Hartland Police & Fire Commission minutes for the meeting of January 12th, 2016. The motion carried on the unanimous vote of the Commissioners.
 2. Fire Department Update and Monthly Report – Fire Chief David Dean
 - a. Chief Dean briefly reviewed the February, 2016 Call Summary and Monthly Response Reports for the Commissioners ... 58 EMS calls and 13 Fire calls .
 - b. Chief Dean reported that the Department "... morale is high...". There was "standing room only" at the 3/7 department meeting and guest speaker Dr Chis Rebholz, D.C. [a PFC Commissioner] made a presentation on Ergonomics, the goal of which was to guide the staff in proper techniques for moving patients and working "on scene" for both firefighters and EMS personnel.
 - c. According to Chief Dean, the HFD has included an updated piece on fire safety in the recently published Village Newsletter.
 - d. Chief Dean reported that the firehouse now has an ADA Compliant bathroom, which became necessary with the authorized, extended hours of occupancy by HFD staff.
 - e. According to Chief Dean, he plans to have the updated HFD Rules on the April agenda as an action item.
 - f. The HFD is planning its 4th annual dinner / fund raiser for the benefit of the Extrication Team on Saturday,3/12, at 5PM at Rustic Manor 1848, with Free admission and dinner optional at \$15 per plate

3. Police Department Update – Police Chief Rosch

- a. Chief Rosch reported that the Village of Hartland is planning to have all Schools participate in a “Lock-down Drill”.
- b. The Chief also thanked all those who attended the Wisconsin Chiefs of Police Association dinner event in Wisconsin Dells on 02/09/2016. At that event the Village Police Department was awarded the credential for having accomplished its first WILEAG Accreditation; also, Chief Rosch was sworn in as the new President of the WCPA
- c. According to Chief Rosch the staff has recently scheduled training on CPR and other new equipment now being carried in all HPD squads.
- d. Chief Rosch reported that the HPD has now begun planning the hiring process to replace the recently opened Police Officer position. The Chief related that he expects testing [physical and written] to be scheduled for Saturday, 4/2/2016 with interviews by the HPFC to be scheduled for the day of 4/16/16. The Commissioners were polled and agreed that the 4/16 date would work for them, as well. It is expected that approximately 12 candidates will be scheduled for the HPFC interviews on 4/16/2016. On motion of Commissioners Wojciechowski / Riesinger the proposed recruitment process and dates for testing and interviews were unanimously approved by the Commission.

Note Commisioner Reisinger was excused at 7:20 PM

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 and Associate Fire Department candidate(s) ... Chief Rosch excused

On motion of Commissioners Rebholz / Redlin 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 7:21 PM

On motion of Commissioners Wojciechowski / Redlin the closed session ended at 8:05 PM.

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

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

The Commission *exited* closed session at 8:05 PM

Commissioners Wojciechowski / Rebholz made a Motion to recommend each of the HFD job candidates interviewed during the Closed Session, Mary P. Fallon *, Glenn N. Schroeder, Chase M. Hanson and Tyler Williams*, to Fire Chief Dean for further consideration as new Village of Hartland Fire Department employees. The Motion carried unanimously. Note * candidates were interviewed for positions as Associates

7. Adjournment

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

Meeting adjourned at 8:08 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 or equivalent;
- 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

- 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 be a Certified State Fire Inspector;
- d. applicant must be a State Certified Fire Instructor;
- e. applicant must have ten (10) years of fire department experience with a federal, state, or local fire department;
- f. applicant must have five (5) years supervisory experience as a Lieutenant or higher in a Fire Department;
- g. applicant must possess 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;
- j. applicant must have a valid State of Wisconsin driver's license;
- k. 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 Division Chief - EMS

- l. applicant must possess State of Wisconsin certification for Firefighter Level 2;
- m. applicant must have obtained Fire Officer Level 1 certification or equivalent;
- n. applicant must possess an EMT license for Division Chief EMS; Service level preferred.
- o. applicant must be a Certified State Fire Inspector;

- p. applicant must be a State Certified Fire Instructor;
- q. applicant must have ten (10) years of fire department experience with a federal, state, or local fire department;
- r. applicant must have five (5) years supervisory experience as a Lieutenant or higher in a Fire Department;
- s. applicant must possess good personal, leadership, and public relations skills;
- t. 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;
- u. applicant must evidence excellent moral character and the highest personal integrity;
- v. applicant must have a valid State of Wisconsin driver's license;
- w. applicant must demonstrate skills in community relations planning, personnel planning, and maintaining effective working relationships with full and paid on-call firefighters and EMTs.

5. 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.

6. Qualifications and Requirements for EMS Captain.

- 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 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.

7. 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, or equivalent;
- c. preferred applicants will possess a fire instructor certification;
- d. applicant must have three (3) years of fire department experience with a federal, state, or local fire department;
- e. applicant must have good personal leadership and public relations skills;
- f. 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;
- g. applicant must evidence excellent moral character and the highest personal integrity.

8. Qualifications and requirements for EMS Lieutenants

- a. applicant must possess minimal State of Wisconsin EMT License, service level preferred;
- 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;
- f. applicant must have Officer I or equivalent leadership training;

9. 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.

10. 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.

11. 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.

12. 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.

13. 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

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Chief and