

**VILLAGE OF HARTLAND
POLICE & FIRE COMMISSION
MEETING MINUTES
TUESDAY, February 13, 2018
7:00 P.M.**

BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

- 7:01 PM Meeting called to order by Commission President Loppnow
 - Commission Secretary Redlin read the roll for attendance
 - Present : Commissioners Loppnow, Redlin, Rebholz , Wojciechowski
 - Absent : Commissioner Riesinger, excused due to illness
 - Also in attendance : Village Administrator David Cox, Police Chief Michael S. Bagin, Fire Chief David Dean, Deputy Chief of Police Rosario J. Collura, Captain of Police Stacy V. Kelsey, Lieutenant of Police Brian D. DeBarge,
 - 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 the meetings held on December 12, 2017 and January 23, 2018
 - a. Motion by Commissioners Rebholz / Wojciechowski to approve the Hartland Police & Fire Commission minutes for the meetings of December 12th, 2017 and January 23, 2018. The motion carried on the unanimous vote of the Commissioners present.
 2. Police Department Update and Monthly Report – Police Chief Michael Bagin
 - Chief Bagin distributed and reviewed a synoptic Village of Hartland Police Department “call for Service” report which covered the dates 01/01/2018 through 02/13/2018.
 - a. Consideration of a motion to release Officer Thomas Bagin from probationary status on his one year anniversary with the department, February 18, 2018, based on the recommendation of Chief Michael Bagin and his command staff.

On the motion of Commissioners Redlin / Rebholz, the Commissioners present voted unanimously to release Officer Thomas Bagin from probationary status on his one year anniversary with the department, February 18, 2018, based on the recommendation of Chief Michael Bagin and his command staff.
 - b. Consideration of a motion to appoint an interim Police Chief effective March 3, 2018.

On the motion of Commissioners Wojciechowski / Rebholz, the Commissioners present voted unanimously to appoint Deputy Chief of Police Rosario J. Collura as interim Police Chief effective March 3, 2018.

 - Chief Bagin then thanked the Commission for its support during his tenure as the Village of Hartland’s Chief of Police.

- c. Discussion related to qualifications desired in candidates for Police Chief.

The Commissioners listened to extensive comments by HPD Command Team Members, Rosario Collura, Stacy Kelsey and Brian DeBarge relating the qualities and qualifications which *they* believed were essential to have in the Village of Hartland's replacement Chief.... Respect of Peers, Believability, a great Work Ethic, Compassionate, Confidence, Empathy, Excellent willingness to Listen, A Demonstrated Team Player, Capable of Accepting Constructive Criticism, A Commitment to Networking, both in the Community and the Police Brotherhood, Knowledge of both State and National Programs and Support for the Accreditation Process, not Arrogant, a Supporter of Continuing Training for Department Personnel, Willingness to Cooperate with the Village and Area Police, Fire and Emergency Service Department Leaders and Teams, A Forward Thinker, A Good Negotiator, Capable of relating well with the Village Board and Administrative Staff

After hearing from the HPD Command Team members, the Commission discussed the role of *that* group in assisting the Commission to meet its assignment to fill the now-vacant office of Hartland's Chief of Police. From the ensuing discussion it became clear that it is the desire of the Commissioners to involve the Command Team Members in the process, as appropriate.

- d. Review of the hiring process for position of Police Chief and establish a plan for advertising, candidate selection and interviewing candidates

A short discussion ensued with the Commissioners receiving a recap of the announcement, advertising and recruiting efforts which Village Administrator Dave Cox and his staff plan to undertake to support the HPF Commission in its search for a replacement Chief of Police. While no precise time-frame for the recruitment of a replacement Chief has been determined, the Commission indicated that it expected the process to proceed *expeditiously*.

The Commission, after a preliminary review of the ***Rules and Regulations of the Village of Hartland Police and Fire Commission***, determined that several updates to those Rules would apparently be appropriate, due to the substantial amount of time since the process was last undertaken by the Village HPFC. The Commissioners asked Chief Bagin, in cooperation with Village Administrator David Cox, to submit suggestions for the Commissioners to consider at a Special meeting for the purpose. It was suggested that March 6th may be a good evening to meet, but the Commission deferred to Dave Cox to recommend an appropriate date, soon.

N.B. Police Chief Bagin, Village Administrator Cox, Deputy Chief of Police Rosario J. Collura, Captain of Police Stacy V. Kelsey, and Lieutenant of Police Brian D. DeBarge exited the meeting at 8:24PM

4. Fire Department Update and Monthly Report – Fire Chief David Dean

- a. The Chief distributed printed reports of Ambulance Runs and Fire Calls for the Month of January, 2018, noting the anomalous high number of Fire Calls during the period ... 25, along with 54 EMS calls
- b. Chief Dean also reported that there is a planned Fund Raiser for the HPD Department Auxiliary to be held at Rustic Manor at 5PM on March 24th, 2018.
- c. Chief Dean Distributed Commemorative coffee cups to each commissioner. The cups commemorate the HFD's 125th anniversary, having been established in 1893.

- d. Chief Dean noted that the HFD "response times" have been consistent and improving. He commended the HFD' staff, as accomplishing that lowering has been due, in large part, to his observed excellent cooperation among members of the HFD Team.
- e. Chief Dean related that the HFD has had excellent results in working with the Lisbon FD in covering EMS calls for Paramedic Services.
- f. The HFD has received a donation of "masks", used in the rescue of animals, along with an enthusiastic "THANK YOU" from a family who experienced a fire call back on 12/26/2016 as they wanted to honor the excellent work done that day by the HFD.

5. 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 of Fire Department Candidate

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", Redlin "yes", Rebholz "yes", Wojciechowski "yes"

The commission *entered* closed session at 8:36 PM

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

Commissioners Loppnow "yes", Redlin "yes", Rebholz "yes", Wojciechowski "yes"

The Commission *exited* closed session at 8:47 PM

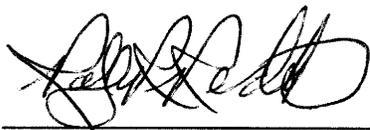
Commissioners Redlin / Rebholz made a Motion to recommend, to Fire Chief Dean, the Fire Department applicant /candidate interviewed during the Closed Session, James Renn, for further consideration as a new Village of Hartland Fire Department Employee. The motion carried on the unanimous vote of the Commissioners present.

6. Adjournment

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

Meeting adjourned at 8:49 PM.

Respectfully submitted,



Ralph R. Redlin, Commissioner
Commission Secretary

Susan M. Loppnow, Commissioner
Commission President