

POLICE AND FIRE COMMISSION

March 13, 2014

A meeting of the Police and Fire Commission (PFC) was called to order at 3:00 p.m. by Commissioner Michael VanDyke, in the Community Room at the Sturgeon Bay Municipal Building.

Roll Call: Commission members Michael VanDyke, Charles Brann, Dave Poulton, Barbara and Sandy Hurley were present. Commission member Barb Herdina was present via Skype. Police Chief Porter, Captain Brinkman and Sgt. Zager represented the police department.

Adoption of Agenda: Moved by Commissioner Brann and seconded by Commissioner Poulton to accept the agenda as is. All ayes. Motion carries.

Discussion of the Police Sergeant Investigator Position: Police Chief Porter gave a background on how the position of Sergeant Investigator/Detective evolved throughout the years.

- Staffing levels shifted when there were budget cuts; instead of losing two patrol positions, the department opted to suspend the Sergeant/Investigator position.
- As of this budget year, the shift plan once again opened up the Sergeant/Investigator position.
- The lateral move was approved by City Hall; did not need to go thru the Police and Fire Commission according to the Rules and Regulations handbook. Commissioner Brann disapproved of the process taken to create the change; not going through the PFC.
- A sidebar agreement was entered into with the Union in 2014 allowing the move; the collective bargaining agreement wording offers the position to the most senior Sergeant until it is filled. On March 10, 2014 Sgt. Zager entered into the position upon a lateral assignment of duty.
- The assignment of Sgt. Zager to Sergeant/Investigator now leaves an opening for a Patrol Sergeant.

Consideration of the promotional process for Police Sergeant position: Chief Porter reviewed the promotional process to Patrol Sergeant from the PFC Rules and Regulations handbook.

- Discussion of administering a written test, cover letter and resume outlining training and experience and transcripts were all suggestions for the Sergeant position application
- Chief Porter would like to place job notice as soon as the agreement is signed and back from the Union representative; approximately one month.
- Order of promotion process would include job posting for two weeks, scheduled written test, view resumes and lastly interviews.

Motion to follow the promotional procedures of the Sergeant position, as stated in the Police and Fire Commission Rules and Regulation handbook. Motion was moved by Commissioner Poulton, and seconded by Commissioner Hurley. All ayes. Motion carries.

Set Date for Next Meeting: The next meeting of the Police and Fire Commission will be set for April 28, 2014 at 3:00 p.m. in the Community Room.

Adjourn: Moved by Commissioner Poulton and seconded by Commissioner Brann to adjourn. All ayes. Motion carries. Time of 4:04 p.m.

Respectfully submitted,
Sarah Spude-Olson, Police Assistant
March 19, 2014 at 3:00 p.m.