

POLICE AND FIRE COMMISSION

April 28, 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, Sandy Hurley and Dave Poulton were present. Commission members Barbara Herdina and Charles Brann were excused. Captain Dan Brinkman and Chief Porter were also in attendance.

Moved by Commissioner Poulton, seconded by Commissioner Hurley to adopt the following agenda:

1. Call to order.
2. Roll call.
3. Adoption of agenda.
4. Discussion of: Scheduling process, testing and interviews for the Sergeant of Police position.
5. Set date for next meeting.
6. Adjourn

All ayes. Carried.

Discussion of: Scheduling process, testing and interviews for the Sergeant of Police position

Police Chief Porter began discussion informing the Commission the written exam will be administered May 22, 2014 by Lt. Henry. There will be two separate test times; 10am and 4pm. Completed tests will be sent in for scoring, with results coming back within 5-10 business days.

A decision to interview candidates was made; if all applicants pass the written test, there will be a total of eight interviews. The Commission will meet on Monday, June 2, 2014 at 3pm to go over interview questions and discuss protocol. A tentative interview date has been scheduled for the afternoon/evening of Tuesday, June 10, 2014.

Field notes, score sheets, ranking process and the rules according to the handbook will be discussed further with the Commission at the next meeting.

Set Date for Next Meeting: The next meeting of the Police and Fire Commission has been set for June 2, 2014 at 3:00 p.m. in the Community Room.

Moved by Commissioner Poulton, seconded by Commissioner Hurley, to adjourn the meeting of the Police and Fire Commission. All ayes. Carried. The meeting was adjourned at 3:51 p.m.

Respectfully submitted,

Sarah Spude-Olson
Police Department
Administrative Office Manager
April 30, 2014 at 1:00 p.m.