

## **POLICE AND FIRE COMMISSION**

July 1, 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, Barbara Herdina and Charles Brann were present. Chief Herlache, Chief Porter, Captain Dan Brinkman and Lieutenant Henry were also in attendance.

Moved by Commissioner Brann, seconded by Commissioner Herdina to adopt the following agenda:

1. Call to Order
2. Roll Call
3. Adoption of Agenda
4. Approval of Meeting Minutes
5. Fire Department Update
6. Discussion of: Firefighter Eligibility List
7. Consideration of: Review and revision of the hiring process for Police Officer position
8. Consideration of: Creating a new Police Officer eligibility list
9. Set Date for Next Meeting
10. Adjourn.

All ayes. Carried.

Moved by Commissioner Herdina, seconded by Commissioner Poulton to approve the meeting minutes from June 10, 2014. All ayes. Carried.

### **Fire Department Update**

Chief Herlache brought the Commission up-to-date on the department.

- Lt. Stuewer is back from light duty; overtime for the six months cost the department around \$21,000.
- For the first half of 2014 call volume increased from years past; however, fire calls were down.
- Chief Herlache and Chief Porter have both joined a committee to write a plan for fatality management.
- With grant money, a sprayer until and gator has been purchased using the military surplus program.

### **Firefighter Eligibility List**

Dylan Jennerjohn has been rehired; Kerry Flemming resigned 7-1-14, making it one short on the part-time list. An ad for a part-time firefighter was placed and will run until 7-18-14. Once all applications are in, the department will administer a State entry level test; candidates must pass test with a 70% or better. Issuing the test to all applicants, at a cost of \$75 per person, when you know the person does not meet department criteria to move onto the next step was discussed. Collectively it was agreed that regardless, the test would be given; candidates would still need to

qualify through an interview, physical agility and background check. There will be some revision of the interview questions, along with the policy change regarding residency. Overall, the department would like to see a list of three or more eligible for hire.

**Review and Revision of Police Officer Hiring Process**

A handout and PowerPoint presentation was given by Lt. Henry. The department would like to change recruiting for officers; offering a constant pool of candidates. The new process would mean testing every few months; written test at \$15 per person, physical agility based off 'Cooper' standards, and scenario assessment. The eligibility list would be replaced all together.

*Moved by Commissioner VanDyke, seconded by Commissioner Poulton, to grant the Police Department the authority to implement a new hiring process for a period of time to be reviewed and brought back at a future meeting to be assessed. All ayes. Carried.*

**Creating a New Police Officer Eligibility List**

*Moved by Commissioner Hurley, seconded by Commissioner Poulton, to initiate the recruitment process for the eligibility list to fill the current police officer vacancy. All ayes. Carried.*

**Set Date for Next Meeting:** The next meeting of the Police and Fire Commission will be set for a date in early September.

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 4:10p.m.

Respectfully submitted,

Sarah Spude-Olson  
Police Department  
Administrative Office Manager  
July 9, 2014 at 11:15a.m.