

**CITY OF FRANKLIN
POLICE & FIRE COMMISSION MEETING
FRANKLIN CITY HALL, HEARING ROOM
9229 W. Loomis Rd., Franklin, Wisconsin
4:30 p.m. Monday, April 7th, 2008**

MINUTES

- I. The April 7, 2008 Police & Fire Commission Meeting was called to order at 4:30 p.m. by Commissioner Omernik in the Hearing Room at City Hall.

Members present were Commissioners Omernik, Bublitz, Maher-Johnson, Bartels and Donohoo. Also in attendance were Human Resource Coordinator Zahn, Police Chief Oliva, Inspector Hahn, Fire Chief Martins (a few minutes late due to Wheaton grand opening) and Assistant Chief Bertram.

- II. Approval of Minutes From Meeting of March 19, 2008.

Motion by Commissioner Bublitz and seconded by Commissioner Bartels to approve the minutes from March 19, 2008. Motion Carried: Ayes – All.

- III. Hiring Process for Police Patrol Officer

Motion by Commissioner Donohoo and seconded by Commissioner Bublitz to approve the Police Patrol Candidates if they properly completed the packet specifically including:

1. College transcripts showing 60 credits earned
2. The answers to the 3 questions
3. Completion of the Personal Information section
4. Completion of the Education section showing name of high school, college or graduate school
5. Completion of the Employment section
6. References – MUST list 3
7. Certification Signature

It was also agreed that no phone calls or email would be made to candidates that did not properly complete the packet. Motion Carried: Ayes – All.

Motion by Commissioner Bublitz and seconded by Commissioner Bartels that anyone who scores a 70% or higher on the test can continue in the selection process. Motion Carried: Ayes – All.

Motion by Commissioner Donohoo and seconded by Commissioner Bublitz that in relation to who can do the initial interviews they will be done by the Police & Fire Commission as set forth in the next motion. Motion Carried: Ayes – All.

Motion by Commissioner Donohoo and seconded by Commissioner Bartels that based on the premise that the department has 1 anticipated opening the Commission will interview the top 10 candidates based on the written scores, but that the Commission reserves the right to interview more candidates if it becomes necessary based on interviews, and, prior to the interviews the Police Department will provide the basic background checks. It was clarified that if there are several people tied at the cut-off score the Commission will interview the additional candidates at that score (could be 12 interviews if candidates 10-12 all have the same score). Motion Carried – Ayes All.

Motion by Commissioner Donohoo and seconded by Commissioner Maher-Johnson that the Chief and Department will do internal assessment however they determine (interviews with Sgts, Captains, Chiefs, etc.). For each opening that exists the Chief will select the best City of Franklin police candidate. The Chief can make the conditional offer of employment contingent upon passing a medical evaluation, psych exam, drug screen, full background check, etc. and contingent on final approval by the Police and Fire Commission. If a candidate doesn't pass 1 section they are not brought to the Commission for approval. If they do pass all sections they are brought to the Police and Fire Commission for final approval along with their documentation. Motion Carried: Ayes – All.

Motion by Commissioner Bublitz and seconded by Commissioner Bartels to amend the Police Department procedure to add veteran points to any written score if a candidate requests it pending a review by the City Attorney (or Attorney of the City's choosing). Motion Carried: Ayes – All.

The Commission took a short break at 6:25 p.m. and reconvened at 6:30 p.m.

IV. Hiring Process for Firefighters/EMT's

Commission directed Chief Martins to redo the hiring process for firefighter/EMT's to basically match what they approved for the Police Department and bring it back for the next meeting. Commissioner Bublitz commented that he would prefer the CPAT be done before the Police & Fire Commission interviews.

V. Minimum Qualifications for Battalion Chief and Assistant Chief Position

The Commission was not ready to discuss this and the Fire Chief was asked to bring more specific language back for the next meeting.

VI. Commission By-Laws, Rules and Procedures, Powers, and Duties

This item was tabled until the next meeting.

VII. Future Meeting Dates & Times

Next meeting is scheduled for Monday, May 5th at 4:30 p.m.

VIII. Adjournment

Motion by Commissioner Bublitz and seconded by Commissioner Maher-Johnson to adjourn the Fire and Police Commission meeting at 6:53 p.m.. Motion carried: Ayes-All.