

**CITY OF FRANKLIN
FIRE AND POLICE COMMISSION MEETING
FRANKLIN CITY HALL, HEARING ROOM
9229 W. Loomis Road, Franklin, Wisconsin
6:00 p.m., Monday, June 13th, 2007**

MINUTES

- I. The June 13th Fire & Police Commission Meeting was called to order at 6:00 p.m. by Commissioner Omernik in the Hearing Room at City Hall.

Members present were Commissioners Omernik, Bartels, Bublitz, and Donohoo. Commissioner Maher-Johnson was excused. Also in attendance were Human Resource Coordinator Zahn, Fire Chief Martins, Assistant Fire Chief Bertram, Police Chief Oliva, and Inspector Hahn. Alderman Skowronski arrived at 7:00 p.m.

- II. Introduction of New Member Dave Bublitz

No Action Necessary

- III. Election of Chairman Pro Tem

Motion by Commissioner Bublitz and seconded by Commissioner Donohoo to nominate Commissioner Omernik as Chairman Pro Tem. Motion Carried: Ayes – All.

- IV. Citizen comment period

It was discussed that this item did not need to be on the agenda and will not be in the future. No action needed.

- V. Approval of minutes from meeting of May 9th, 2007

Meeting minutes were not available for approval. This will be delayed until the Commissions next meeting.

- VI. Commission Officer Positions (Establishment/Re-establishment of Certain Positions) and Setting of Term Lengths

Motion by Commissioner Donohoo and seconded by Commissioner Bublitz to have the Commission establish President, Vice-President and Secretary positions. Further, these positions will be 1 year terms and will end when new elections are held after May 1st of each year. This will be incorporated into the Commission by-laws when they are written/re-written in the coming months. Motion Carried: Ayes – All.

- VII. Election of Commission Officers

Motion by Commissioner Bublitz and seconded by Commissioner Bartels to nominate Commissioner Omernik for President. Motion carried: Ayes – All

Motion by Commissioner Bartels and seconded by Commissioner Omernik to nominate Commissioner Donohoo for Vice-President. Motion carried: Ayes – All.

Motion by Commissioner Donohoo and seconded by Commissioner Bartels to nominate Commissioner Maher-Johnson for Secretary. Motions carried: Ayes – All.

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

Commissioner Bublitz made the suggestion that President Omernik contact former members Plant & Krizan to obtain all Commission records and to check the files to see if there are any official Commission by-laws. Member can begin reviewing by-laws from other communities in case we find that sufficient rules do not exist. It was also suggested that Zahn obtain copies of §62.13 and the League Handbook for each Commissioner. No formal action taken.

IX. Certification of Police Officer Candidates. The Fire & Police Commission may enter closed session pursuant to §19.85(1)(f) Stats to discuss Police Officer Candidates and may reenter open session at the same place thereafter to act on such matters discussed therein as it deems appropriate.

There was a discussion between Chief Oliva and commission members concerning numerous persons on the initial eligibility list that was approved by the commission on May 9, 2007. The Chief recommended that at this point in time, based on numerous factors, four persons from the May 9 list should be on the eligibility list.

Motion by Commissioner Donohoo and seconded by Commissioner Bublitz to approve an eligibility list for Police Officer entry level position consisting of four persons (Chad Ramey, Brett Borg, Thomas McCurry, Andrea Gascoigne). The list may be expanded in the future by the adding of other names to it. The list will have an eligibility period of one year. Motion carried. Ayes – All.

X. Paramedic Lieutenant Promotion Process

Commissioner Donohoo commented that it is his belief that for promotions with advantage that the Commission does not get involved in the promotional process with the exception of approving the candidate. If the department ends up with external candidates then it would be the Commissions responsibility to approve the hiring process.

Motion by Commissioner Bublitz to receive and file the Promotion Process. Motion Carried: Ayes – All.

XI. Firefighter/EMT Hiring Process

Motion by Commissioner Donohoo and seconded by Commissioner Bartels that the additional names that were on the original list should be located and turned over to the Fire Department. The Fire Department should contact these people to see if they are still interested in the position and to see if they would be quality people. Motion carried: Ayes – All.

XII. Commission Records

Motion by Commissioner Donohoo and seconded by Commissioner Bublitz to:

1. Designate the City Clerk of the City of Franklin as the official custodian of the records of the City of Franklin Fire & Police Commission pursuant to §19.33(4).
2. Have the Chairman, or someone else, get all official records from the former Chairman.
3. Have records kept in a place as determined by appropriate parties.
4. Have records which are designated as sensitive records kept separately under lock and key with only the Chairman and Secretary of the Commission having keys to the cabinet.

Motion Carried: Ayes – All.

- XIII. Recognition of Former Commission Members: Chairman Jerald L. Plant and Commissioner Richard Krizan.

There was a discussion and agreement that the Common Council should recognize the former Commissioners past service. It was commented that the Mayor had wanted to do so but Plant hadn't responded. Zahn will follow up with the Mayor to see if something is still planned.

- XIV. Future Agenda Items: (Items, including police and fire department general information and reoccurring items, that will be commission agenda items.)

It was suggested the Commissioners should think about what items they want on the agenda so this can be discussed next month.

Chief Martins passed out the Fire Department annual report. There was no discussion.

The Fire Department is currently doing background checks on two potential new hires. The department will need the commissions hiring approval at next months meeting.

- XV. Future Meeting Dates

The next meeting is scheduled for Wednesday, July 11th at 6:00 p.m. It was agreed there would be discussion at the next meeting as to what meeting times work best for all participants (morning vs. evening, etc).

- XVI. Adjournment

Motion by Commissioner Bartels and seconded by Commissioner Donohoo to adjourn the Fire and Police Commission meeting at 7:35 p.m. Motion carried: Ayes-All.