

**CITY OF FRANKLIN  
POLICE & FIRE COMMISSION MEETING  
FRANKLIN CITY HALL, HEARING ROOM  
9229 W. Loomis Rd., Franklin, Wisconsin  
4:30 p.m. Monday, May 5, 2008**

**MINUTES**

- I. The May 5, 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 and Assistant Chief Bertram.

- II. Approval of Minutes From Meeting of April 7th, 2008.

Motion by Commissioner Bartels and seconded by Commissioner Donohoo to approve the minutes from April 7th, 2008. Motion Carried: Ayes – All.

- III. Election of Officers

Motion by Commissioner Bublitz and seconded by Commissioner Bartels to nominate Commissioner Donohoo as Chairman of the Police & Fire Commission. Upon roll call vote all voted aye with Commissioner Donohoo abstaining. Motion Carried.

Motion by Commissioner Bartels and seconded by Commissioner Bublitz to nominate Commissioner Maher-Johnson as Vice-Chairman of the Police & Fire Commission. Upon roll call vote all voted aye with Commissioner Maher-Johnson abstaining. Motion Carried.

Motion by Commissioner Bublitz and seconded by Commissioner Maher-Johnson to nominate Commissioner Bartels as Secretary of the Police & Fire Commission. Upon roll call vote all voted aye with Commissioner Bartels abstaining. Motion Carried.

- IV. Hiring of Police Patrol Officer

Commissioner Bublitz informed the Commission that he would be resigning from the Commission at the end of the month as he was moving out of the City of Franklin.

Motion by Commissioner Omernik and seconded by Commissioner Bartels to conduct the interviews on Monday, June 16, 2008 beginning at 4:00 p.m. until approximately 7:30 p.m. Interviews will be conducted in the Community Room at the Police Station (or some similar room if a scheduling conflict arises). Motion Carried: Ayes – All.

Motion by Commissioner Bartels and seconded by Commissioner Omernik that the interviews will be either “pass-on” or “not pass-on” to the next phase. They will have no point scoring. Motion Carried – Ayes – All.

Motion by Commissioner Bublitz and seconded by Commissioner Maher-Johnson that to “pass-on” an applicant needs the support of a majority of the Commissioners (3 out of 5, 3 out of 4, etc). Motion Carried: Ayes – All.

V. Hiring Process for Firefighters/EMT's

There was a discussion as to what items need to be addressed to officially act on the hiring process for Firefighter/EMT's. It was agreed that the Fire Chief will send member the current qualifications for this position ASAP so that the Commission can look at it before the next meeting. The HR Coordinator will look for the advertisement for the last time the position was listed and also provide a City application form in next month's agenda packet. Commissioner Donohoo will get a legal opinion as to whether we can legally add preference points to an applicant that has Paramedic status. The Commission will try to finalize the process at the June meeting..

VI. Minimum Qualifications for Battalion Chief and Assistant Chief Position

Motion by Commissioner Omernik and seconded by Commissioner Bartels for the Commission to take the position and transmit it to the appropriate parties in the City of Franklin that they agree with the suggestions put forth by the Fire Chief in his 4/30/08 memo to the Commission. Motion Carried: Ayes – All. Chairman Donohoo requested that HR Coordinator Zahn draft a memo to this effect for his signature.

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

This item was tabled until the next meeting. The HR Coordinator was asked to put together a letter to the Mayor informing him of the newly elected positions. This will be signed by Chairman Donohoo.

VIII. Future Meeting Dates & Times

Next meeting is scheduled for Thursday, June 5, at 9:00 a.m.

IX. Adjournment

Motion by Commissioner Bublitz and seconded by Commissioner Maher-Johnson to adjourn the Fire and Police Commission meeting at 5:51 p.m. Motion carried: Ayes-All.