

**CITY OF FRANKLIN
POLICE & FIRE COMMISSION MEETING
FRANKLIN CITY HALL, HEARING ROOM
9229 W. Loomis Rd., Franklin, Wisconsin
Tuesday, January 19, 2010 - 1:30 p.m.**

MINUTES

- I. The January 19, 2010 Police & Fire Commission Meeting was called to order at 1:30 p.m. by Commission President Donohoo in the Hearing Room at Franklin City Hall.

Members present were Commissioners Donohoo, Omernik, Bartels and Sass. Commissioner Maher-Johnson was excused. Also in attendance were Human Resource Coordinator Zahn, Fire Chief Martins, Police Chief Oliva and Assistant Fire Chief Bertram.

- II. Promotion of Sergeant Eric Schroeder to the position of City of Franklin Police Department Captain of Police – The Police and Fire Commission may enter closed session pursuant to §19.85 (1)(c) Stats, to consider employment of public employees over which the Commission has jurisdiction and exercises responsibility. Specific item to be discussed is the approval/disapproval of the promotion of Eric Schroeder to Captain of Police. The Commission will then reconvene into open session at the same place thereafter to act on such matters discussed therein as it deems appropriate and to continue the agenda items.

Motion by Commissioner Bartels and seconded by Commissioner Omernik to go into closed session at 1:32 p.m. Motion Carried: Ayes – All. The Commission returned to open session at 1:45 p.m. after a unanimous vote.

Commissioner Donohoo explained that during the closed session the Police Chief explained the qualifications and process used to fill the Captain opening. Sgt. Schroeder was also asked several questions by the commission.

Motion by Commissioner Sass and seconded by Commissioner Omernik that Eric Schroeder be appointed to the position of Captain effective 1/21/10, subject to a 1 year probationary period, that the 1 year probationary period will expire after 1 year unless extended by the commission and that the Chief will provide quarterly performance reviews. Motion Carried: Ayes – All.

- III. Promotion of Patrol Officer Danial Morris to the position of City of Franklin Police Department Sergeant – The Police and Fire Commission may enter closed session pursuant to §19.85 (1)(c) Stats, to consider employment of public employees over which the Commission has jurisdiction and exercises responsibility. Specific item to be discussed is the approval/disapproval of the promotion of Danial Morris to Sergeant. The Commission will then reconvene into open session at the same place thereafter to act on such matters discussed therein as it deems appropriate and to continue the agenda items.

Motion by Commissioner Bartels and seconded by Commissioner Sass to go into closed session at 1:48 p.m. Motion Carried: Ayes – All. The Commission returned to open session at 2:07 p.m. after a unanimous vote.

Commissioner Donohoo explained that in closed session the Commission interviewed Captain Noel and Officer Morris and heard glowing reports of Morris' performance. Commissioner Donohoo also explained that the Commission does not approve a hiring list for the Sergeant position. The Police Chief may have a list of candidates in ranked order but he is not held to use this list for the next opening.

Motion by Commissioner Sass and seconded by Commissioner Omernik that Danial Morris be appointed to the position of Sergeant effective 1/21/10, subject to a 1 year probationary period, that the 1 year probationary period will expire after 1 year unless extended by the commission and that the Chief will provide quarterly performance reviews. Motion Carried: Ayes – All.

- IV. Hiring Process for Franklin Firefighter/EMT's – Update, qualifications, and the next steps in the procedure.

Motions are combined with item III below.

- V. Hiring Process for Franklin Police Patrol Officers – Update, qualifications, and the next steps in the hiring process.

HR Coordinator Zahn explained we had gotten approximately 301 Police applications and 102 Fire applications.

President Donohoo explained that he had spent several hours today going thru application packets that were questionable. It was explained that although our process required a fire applicant to have a WI State license that if they have a National Registry Paramedic Certificate they are more than qualified and only have to request the state to send a license and they will automatically receive it.

Motion by Donohoo and seconded by Commissioner Sass that applicants that possess the National Registry Paramedic license meet our qualifications and meet the spirit of our needs. They will move on to the testing phase of our process. Motion Carried: Ayes – All.

Motion by Commissioner Donohoo and seconded by Commissioner Omernik that the fire applicant that failed to sign his application form did not meet our qualifications and is disqualified from moving on to the testing. Motion Carried: Ayes – All.

Motion by Commissioner Omernik and seconded by Commissioner Sass that the 4 Police applicants that failed to sign their applications are also disqualified, the same as the fire applicant. Motion Carried: Ayes – All.

Commissioner Donohoo explained that 4 Police applicants did not answer all 3 of the required questions. Motion by Commissioner Bartels and seconded by Commissioner Omernik to reject applications from people who didn't answer all 3 questions. Motion Carried: Ayes – All.

Motion by Commission Omernik and seconded by Commissioner Bartels to reject all applications that came in late. Motion Carried: Ayes – All.

Commissioner Donohoo explained that there were many applicants that failed to send in the required transcripts. Many applicants sent in a copy of a degree, but without the transcripts. Motion by Commissioner Donohoo and seconded by Commissioner Sass to disqualify the fire applicants that failed to send in full transcripts. Motion Carried: Ayes – All.

Motion by Commissioner Omernik and seconded by Commissioner Bartels to also disqualify the police applicants that failed to send in full transcripts to show their 60 credits. Motion Carried: Ayes – All (Commissioner Donohoo did not vote on this issue as he had reviewed each transcript and did not want this to have any bearing on his vote.)

It was explained that for the Fire applicants many sent in transcripts showing they had over 60 credits, thus they may have an associate degree as required. However, some of the unofficial transcripts do not state on the transcript whether the person ever received a degree or not. Commissioner Donohoo explained that he will go thru each questionable applicant packet. If he can ascertain if they look to have the associates degree then he will pass them on. If it is obvious that they don't have the degree he will disqualify the applicant.

It was explained that 2 of the Police applicants did not have the required 60 credits required but had received Department of Justice waivers of the required credits.

Motion by Commissioner Sass and seconded by Commissioner Bartels to accept the application with waiver for Patyk. Motion Carried: Ayes – All.

Motion by Commissioner Sass and seconded by Commissioner Omernik to accept the application with waiver for Davis. Motion Carried: Ayes – All.

Motion by Commissioner Sass and seconded by Commissioner Bartels that if something was missed in the above motions that Commissioner Donohoo is authorized by the commission to make the final decisions. Motion Carried: Ayes – All.

VI. Completion of the Probationary Period of Fire Department Paramedic Lieutenant John Young.

Chief Martins explained that Paramedic Lieutenant Young had passed his 1 year probationary period. The Chief read the Battalion Chiefs evaluation of Young.

Motion by Commissioner Bartels and seconded by Commissioner Sass to approve the end of Paramedic Young's probationary period. Motion Carried: Ayes – All.

VII. A Probationary Employee Performance Evaluation of Fire Department Battalion Chief Adam Remington.

Chief Martins gave a status update on Battalion Chief Remington's performance and stated that there were no problems with his performance. There was no action needed by the Commission at this time.

VIII. A Probationary Employee Performance Evaluation of Fire Department Paramedic Lieutenant Jeremy Tietyan - The Police and Fire Commission may enter closed session pursuant to §19.85 (1)(c) Stats, to consider employment of public employees over which the Commission has jurisdiction and exercises responsibility. Specific item to be discussed is the probationary performance of Jeremy Tietyan. The Commission may reconvene into open session at the same place thereafter to act on such matters discussed therein as it deems appropriate and to continue the agenda items.

Motion by Commissioner Sass and seconded by Commissioner Omernik to go into closed session at 2:15 p.m. The Commission returned to open session at 2:22 p.m. after a unanimous vote. No Action was taken.

IX. Future Agenda Items

No future agenda items were mentioned.

X. Future Meeting Dates and Times

No dates were scheduled.

XI. Adjournment

Motion by Commissioner Bartels and seconded by Commissioner Sass to adjourn the Police & Fire Commission meeting at 3:27 p.m. Motion carried: Ayes-All.