

**CITY OF FRANKLIN**  
**POLICE & FIRE COMMISSION MEETING**  
FRANKLIN CITY INSPECTION CONFERENCE ROOM  
9229 W. Loomis Rd., Franklin, Wisconsin  
Thursday, January 5, 2012 @ 4:00 p.m.

**MINUTES**

- I. The January 5, 2012 Police & Fire Commission Meeting was called to order at 4:00 p.m. by Commission President Donohoo in the Inspection Conference Room at City Hall.

Members present were Commissioners Donohoo, Lindner, Nelson, Sass and Maher-Johnson. Also in attendance were Police Chief Oliva, Police Inspector Hahn, Fire Chief Martins, Assistant Chief Remington and Human Resources Coordinator Zahn.

- II. Approval of Minutes from 11/1/2011.

Motion by Commissioner Sass and seconded by Commissioner Lindner to approve the minutes from 11/1/2011. Motion Carried: Ayes – All.

- III. Completion of Fire Department Probationary Periods of Assistant Chief Adam Remington and Battalion Chief Gregory G. Muth

The Fire Chief gave progress reports and indicated that both employees are doing excellent jobs and have met all expectations. No Action Needed.

- IV. Hiring Process for Firefighter/EMT – Update.

The Fire Chief explained that there are currently no vacancies

- V. Police & Fire Informational Items

The Fire Chief briefly discussed the policy forum that is studying fire department consolidation.

- VI. Completion of Probationary Periods of Police Captain Joseph Spak, Detective Eric Balow, Sergeant Craig Liermann, and Officer Joel D. Baumgart, and Probationary Status Update of Officer Nicole Maramonte.

The Police Chief discussed the employees performance and indicated that all are doing well. No Action Needed.

- VII. Hiring Process for Police Patrol Officer – Discussion of the hiring process including the creation of a new eligibility list.

It was discussed and agreed by the Commission and the Police Chiefs that changes should be made to the job description for Police Patrol Officer prior to creating an eligibility list. These changes will then need to be brought to both the Personnel Committee and the Common Council for approval.

It was suggested that an officer should be able to type at least 25 wpm due to reports and computer work that must be done. Everyone agreed to add this requirement. It was also agreed that applicant must be 21 years of age at time of application and that they must be certifiable or certified as a law enforcement officer (have completed the academy).

There was some disagreement on changing the requirement of needing 60 college credits to having to have either a two year Associate Degree vs. a Bachelors Degree. Motion was made by Commissioner Donohoo to change the educational requirement to need either a 2 year associates degree or a 4 year college degree. On Roll Call Vote Motion Carried: 4 Ayes, 1 No (Nelson).

Motion by Commissioner Sass and seconded by Commissioner Nelson that the Commission President is empowered to seek a legal opinion and then act accordingly as to whether a preference could be put in for the initial PFC interviews that persons will not be interviewed if within 2 years of application they had not completed a probationary period at another law enforcement agency. Motion Carried: Ayes – All.

Motion by Commissioner Maher-Johnson and seconded by Commissioner Lindner that the President of the Commission shall approach Common Council to make the changes that were discussed and then shall draft a final process. Motion Carried: Ayes – All.

**VIII. Future Meeting Dates and Agenda Items**

A meeting was scheduled for Thursday, January 4<sup>th</sup>, 2012 for Sergeant promotional approval and final hiring process approval.

Psychological evaluations will be a future topic of discussion. It was decided that the 2 Chiefs and Commissioner Nelson would start looking into this subject and bring the Commission back recommendations as to what should be done with psych evaluations.

**IX. Adjournment**

Motion by Commissioner Lindner and seconded by Commissioner Nelson to adjourn the Police & Fire Commission meeting at 5:20 p.m. Motion carried: Ayes-All.