

**CITY OF FRANKLIN
POLICE & FIRE COMMISSION MEETING
FRANKLIN CITY HALL INSPECTION CONFERENCE ROOM
9229 W. Loomis Road, Franklin, Wisconsin
Wednesday, March 23, 2017 @ 4:00 p.m.**

MINUTES

- I. The March 23, 2017 Police & Fire Commission Meeting was called to order at 4:00 p.m. by Commission President Donohoo in the Inspection Conference Room at Franklin City Hall. Members present were Commissioners Donohoo, Lenz, and Nelson. Commissioner Lindner was excused. Commissioner Sass was absent. Also in attendance was Fire Chief Remington, Police Chief Oliva and Human Resources Coordinator Zahn. Battalion Chief Hays and Fire Lt. Manke were in attendance for their agenda items.

- II. Approval of the Minutes from 11/9/2016.

Motion by Commissioner Nelson and seconded by Commissioner Lenz to approve the minutes from 11/9/2016 as written. Motion Carried: Ayes – All.

Items VII and VIII were taken first as the 3 Fire Department employees were in attendance.

- III. Alan German was hired as a City of Franklin Police Patrol Officer as of 12/5/2016.

No action was necessary on this item. The PFC previously approved the hiring of Officer German but a final date was not determined at that time pending additional information. Commissioner Donohoo just informed the Commission of his official start date.

- IV. The October 2016 Police Officer Hiring Process. Status Update. The Police and Fire Commission may enter into a closed session pursuant to sec. 19.85(1)(f) to consider the medical and/or personal history of a specific person which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of a person referred to in such date. The Commission may then reconvene into open session at the same place thereafter to act on such matters discussed in the closed session as it deems appropriate and to continue the meeting agenda.

Motion by Commissioner Nelson and seconded by Commissioner Lenz to go into closed session at 4:33 p.m. to discuss agenda item IV. Upon Roll Call Vote - Motion Carried: Ayes – All.

The Commission voted to return to open session at 4:36 p.m. No Action Required on this item.

- V. The retirement of City of Franklin Police Patrol Officer Theodore Mazza effective April 19, 2017. The Police and Fire Commission may enter into closed session pursuant to sec. 19.85(1)(c) to consider performance evaluation data of a public employee over which it has jurisdiction. The Commission may then reconvene into open session at the same place thereafter to act on such matters discussed in the closed session as it deems appropriate and to continue the meeting agenda.

Motion by Commissioner Lenz and seconded by Commissioner Nelson to go into closed session at 4:38 p.m. Upon Roll Call Vote – Motion Carried: Ayes All.

The Commission voted to return to open session at 4:49 p.m. No Action was required.

VI. Police Department Police Patrol Officer Hiring Process. The creation of an eligibility list.

Chief Oliva explained that there will be one upcoming vacancy due to the retirement of Officer Mazza in April. We expect a Sergeant to retire in July with another officer to leave later in the fall. It was discussed to do an internal hiring list only at this time to potentially fill the upcoming vacancy. Another process will be conducted later which will be similar to our last couple eligibility lists.

Motion by Commissioner Lenz and seconded by Commissioner Nelson to create an eligibility list limited to City of Franklin employees who have their Associate Degree and who have completed the 720 hour Police Academy by 6/1/2017. The Commission President will draft the official hiring process in conjunction with Dana. Motion Carried: Ayes – All.

VII. The Promotion of Fire Department Battalion Chief Patrick Hayes To Fire Department Assistant Fire Chief. The Police and Fire Commission may enter into a closed session pursuant to sec. 19.85(1)(c) to consider the promotion of Patrick Hayes to the position of Fire Department Assistant Fire Chief. The Commission may then reconvene into open session at the same place thereafter to act on such matters discussed in the closed session as it deems appropriate and to continue the meeting agenda

Motion by Commissioner Nelson and seconded by Commissioner Lenz to go into closed session at 4:05 p.m. to discuss items VII and VIII. Upon Roll Call Vote – Motion Carried: Ayes – All.

The Commission returned to open session at 4:27 p.m.

Motion by Commissioner Nelson and seconded by Commissioner Lenz that Battalion Chief Patrick Hays is hereby promoted to Assistant Fire Chief effective 4/24/2017. Said appointment is subject to a 1 year introductory period, commencing on the effective date of his appointment. The 1 year introductory period will expire at the end of 1 year unless extended by the Commission and finally that the Fire Chief shall provide the Commission reports of his progress when requested by the Commission. Motion Carried: Ayes – All.

VIII. The Promotion of Fire Department Lieutenant Robert Manke To A Fire Department Battalion Chief. The Police and Fire Commission may enter into closed session pursuant to sec. 19.85(1)(c) to consider the promotion of Robert Manke to a Fire Department Battalion Chief. The Commission may then reconvene into open session at the same place thereafter to act on such matters discussed in the closed session as it deems appropriate and to continue the meeting agenda.

Motion by Commissioner Lenz and seconded by Commissioner Nelson that Fire Lieutenant Robert Manke is hereby promoted to Battalion Chief effective 4/24/2017. Said appointment is subject to a 1 year introductory period, commencing on the effective date of his appointment. The 1 year introductory period will expire at the end of 1 year unless extended by the Commission and finally that the Fire Chief shall provide the Commission reports of his progress when requested by the Commission. Motion Carried: Ayes – All.

IX. Completion of Probationary Period by Police Department Patrol Officers Jason Ireland and Nicholas Tripoli

No Action Needed.

X. Police and Fire Department Informational Items

No items were discussed.

XI. Future Meeting Dates and Agenda Items

There is nothing else needed at this time until the Commission needs to approve the promotion to Fire Lieutenant and to approve or interview Police Officers.

XII. Adjournment

Motion by Commissioner Lenz and seconded by Commissioner Nelson to adjourn the Police & Fire Commission meeting at 4:54 p.m. Motion carried: Ayes-All.