

VILLAGE OF KRONENWETTER POLICE AND FIRE COMMISSION

MEETING MINUTES
TUESDAY, APRIL 11, 2023

Doug Schemmel called the Police and Fire Commission meeting to order at 5:30 p.m. The pledge of allegiance was recited.

ROLL CALL AND ANNOUNCEMENT OF QUORUM:

Present: Doug Schemmel, Lucene Udulutch, David Forsythe, Paul Raymond and Chet Rucinski.
Also present: Dianne Drew, Secretary, and Fire Chief Theresa O'Brien.

APPROVE 03/27/2022 MEETING MINUTES:

David Forsythe made a Motion to approve the 03/27/2023 regular meeting minutes as submitted and dispense with the reading. Motion seconded by Paul Raymond. Roll call: Schemmel—yes, Rucinski—yes, Forsythe—yes, Udulutch—yes, Raymond—yes. Motion approved.

PUBLIC INPUT.

None.

DISCUSSION AND POSSIBLE ACTION ON EVALUATION OF THE CURRENT HIRING PROCESS FOR FIRE DEPARTMENT PERSONNEL AND POSSIBLE REVISION OF SELECTION PROCESS FOR HIRING FIRE DEPARTMENT MEMBERS DOCUMENT.

Commission members and the Fire Chief reviewed and proposed the following changes to the Selection Process for Hiring Fire Department Members:

Paragraph 7.2. Discussion regarding whether to use the word “will” or “may.” Paul Raymond made a motion to amend paragraph 7.2 as follows: *“The secondary investigation will include interviews or attempted interviews with applicant references and current/former employers for the last two (2) years and it may include others at the discretion of the background investigator.”* Motion seconded by David Forsythe. Roll call: Schemmel—yes, Udulutch—yes, Rucinski—yes, Forsythe—yes, Raymond—yes. Motion approved.

Discussion was had regarding whether the P&FC oral interview of Fire Department applicants should continue as is or if it should be changed to only an oral interview with the Fire Department officers/staff. Commission members wish to keep the oral interview with them for now and will possibly review this interview process in two years.

Paragraph 8.1.1.6. The Commission decided to amend paragraph 8.1.1.6 to state as follows: *“The applicant does not exhibit sound judgment, good ethics and morals, reliability, ability to follow*

rules, respect for authority or peers, or otherwise jeopardizes public trust in the Fire Department as determined by the Commission in its sole discretion.”

Paragraph 8.1.1.7: The Commission decided to move paragraph 8.1.1.7 down to section 8.1.2 “Discretionary Grounds for Candidate Disqualification.” Paragraph 8.1.1.8 is renumbered to 8.1.1.7.

Paragraph 8.2: References to “(Exhibit E)” and “(Exhibit F)” deleted.

Paul Raymond made a motion to remove references to all exhibits from the entire policy. Seconded by Lucene Udulutch. Roll call: Schemmel—yes, Udulutch—yes, Rucinski—yes, Forsythe—yes, Raymond—yes. Motion approved.

Paragraph 9.1: The Commission decided to amend paragraph 9.1 to state as follows: *“The Police and Fire Commission, or the Commission’s designee, will send those applicants approved for employment a ‘Conditional Offer of Employment’ that is contingent upon the candidate’s medical evaluation and drug screen findings. The PFC Clerk shall send a copy of this letter to the PFC members.”*

Paragraph 9.2: Paragraph deleted.

Paragraph 9.3: The word “Secretary” changed to “Clerk” and the reference to “(Exhibit K)” deleted.

Paragraph 9.4: The word “Secretary” changed to “Clerk” and the reference to “(Exhibit J)” deleted.

Paragraph 10.1: The Commission amended paragraph 10.1 as follows: *“The candidate will undergo, at no cost to the applicant, a medical examination and drug screening by a provider designated by the Village.”*

Paragraph 10.3: The Commission amended paragraph 10.3 as follows: *“The Village Clerk and Fire Chief will set a date of hire. The Village Clerk or Fire Chief will notify those candidates who pass the medical review that they have successfully completed the hiring process and send appropriate employment forms.”*

Paragraph 10.4: Reference to “(Exhibit M)” deleted.

Paragraph 11.1.2: The Commission amended paragraph 11.1.2 as follows: *“An employee may be released by the Fire Chief during the probationary period without notice or reason and without rights of appeal. The Police and Fire Commission shall be notified of the release of any probationary employee.”*

Paragraph 11.1.3: The Commission amended paragraph 11.1.3 as follows: *“The Fire Chief shall provide the Police and Fire Commission with notice of an employee’s successful completion of the probationary period.”*

Paragraph 11.2.1: The Commission amended paragraph 11.2.1 as follows: *“All new members after appointment must serve a minimum probationary period of 24 months.”*

Paragraph 11.2.2: The Commission amended paragraph 11.2.2 as follows: *“During this probationary period, the new Fire Department member must obtain such training as is required by Wisconsin state requirements and the Village of Kronenwetter’s Standard Operating Guidelines, for full active membership.”*

Paragraph 13.1: The Commission amended paragraph 13.1 as follows: *“Candidates who were formerly employed by the Kronenwetter Fire Department within the last five years, and the Fire Chief has determined that the candidate left in good standing, and the candidate wishes to rejoin the department, shall submit an updated Village of Kronenwetter Application for Employment to ensure that the Village has the latest contact information of the candidate.”*

Paragraph 13.2: The Commission amended paragraph 13.2 as follows: *“The PFC Clerk will be provided with an updated application and an updated background review of the candidate conducted by the Police Chief or his or her designee. If the Police Chief or Fire Chief or his or her designee has concerns about the candidate’s background check, those concerns will be brought to the PFC at their next scheduled meeting.”*

Paragraph 13.4: The Commission amended paragraph 13.4 as follows: *“The rehired candidate will undergo all steps in sections 10 and 11 above, with the length of the probationary period to be determined by the Fire Chief.”*

Paul Raymond made a Motion to table the vote on corrections/edits to the Selection Process for Hiring Fire Department Members until the Commission members have had the opportunity to review the completed document. Motion seconded by David Forsythe. Roll call: Raymond—yes, Schemmel—yes, Udulutch—yes, Rucinski—yes, Forsythe—yes. Motion approved.

ADJOURNMENT:

David Forsythe made a motion to adjourn. Motion seconded by Chet Rucinski. Roll call: Forsythe—yes, Raymond—yes, Rucinski—yes, Schemmel—yes, Udulutch—yes. Motion approved.

Meeting adjourned at 7:53 p.m.

Submitted on April 12, 2023
Dianne Drew, Secretary
Police and Fire Commission
APPROVED: May __, 2023