



POLICE AND FIRE COMMISSION MINUTES

February 22, 2024 at 5:30 PM
303 Mansion Street Mauston, WI

1. **Call to Order/Roll Call-** The Police and Fire Commission met on February 22, 2024, in the Council Chambers of Mauston City Hall. Chair McGuire called the meeting to order at 5:33 p.m. Members present were Jack Hammer, Bill Jones, Brian McGuire, Gary Purvis, and Katie Gruman (who arrived at 5:50 pm). Also present are Police Chief Mike Zilisch, City Administrator Daron Haugh, Fire Captain Jim Allaby, and McMahon representative Kevin Kloehn.
2. **Minutes-** McGuire/Jones to approve the Minutes of the January 24, 2024 meeting. Motion carried by voice vote.
3. **Financial Reports-** Purvis/Jones to approve the Financial Report as presented. Motion carried by voice vote.
4. **Fire Department's Report-**
 - a. The calls for service in January 2024 were reviewed and explained by Capt. Allaby
 - b. **McMahon Progress Update-** Kloehn presented a progress update and management summary report to the PFC on behalf of McMahon.
 - c. Kloehn presented the McMahon report on the assessment of the Mauston FD's compliance with relevant guidelines and standards, including SPS 314 and SPS 330. He reported that the Mauston FD will undergo a compliance audit by SPS on March 5, 2024. McMahon will revisit firefighter and officer certifications at the next meeting to inform the PFC if any firefighters/officers cannot confirm their certification and/or training.
 - d. **Amendment of Firefighter job description** - Hammer/Gruman to approve the Firefighter Job Description with the changes presented by McMahon. Motion carried on a voice vote.
 - e. **Hiring process for Firefighter-** Hammer/Jones to approve the hiring process for Firefighter with the edit of deleting the second sentence in #7. Therefore, #7 would read: The Police and Fire Commission will interview candidates on the Firefighter Eligibility List to fill the vacancy. Motion carried on a voice vote.
 - f. **Amended Job Description for Fire Chief-** Jones/Purvis to approve the Fire Chief Job Description with the changes presented by McMahon. Motion carried on a voice vote.

- g. **Amend the Fire Chief's Compensation from salary to hourly rate equal to the current salary**-Gruman/Jones to table this item to get more information. Motion carried on a voice vote. Haugh, McMahon reps, and Fire Dept. Officers will meet to discuss the pros/cons of the proposal and report back to PFC.
- h. **Hiring process for Fire Chief** - Gruman/McGuire to move forward with posting for the part-time Fire Chief position on the City of Mauston website and various trade websites and publications. Motion carried on a voice vote. McMahon was asked to give an estimate for their assistance in the hiring process including checking the certifications of candidates, developing interview questions, and participating in the interviews.

Jones/Purvis to approve the Fire Administration report. Motion carried on a voice vote.

- 5. **Police Chief's Report** - The January 2024 statistical reports were reviewed and explained. The total calls for service in January 2023 was 1254 while in January 2024, there were 1294. Last month, there were 1157 calls. Chief Zilisch reported that the PD ended the year roughly \$30,000 under budget and that the administrative team planned out the training opportunities for the PD for the next 5 months. Chief Zilisch presented the 2023 Annual Report and noted that there were 15,725 calls for service in 2023.
- 6. **Adjourn**- Next meeting – March 28, 2024 at 5:30 pm at City Hall
McGuire/Purvis to adjourn – motion carried by voice vote – meeting adjourned at 7:34 p.m.

Chair

Date