



POLICE AND FIRE COMMISSION MINUTES

March 28, 2024 at 5:30 PM

303 Mansion Street Mauston, WI

1. **Call to Order/Roll Call-** The Police and Fire Commission met on March 28, 2024, in the Council Chambers of Mauston City Hall. Chair McGuire called the meeting to order at 5:36 p.m. Members present were Jack Hammer (who arrived at 5:45), Bill Jones, Brian McGuire, and Katie Gruman (acting secretary for the meeting). Absent was Gary Purvis. Also present are Police Chief Mike Zilisch, Assistant Fire Chief Brent Lenorud, and McMahon representative Gerry Kudek.
2. **Minutes-** McGuire/Jones approved the minutes of February 22, 2024. Motion carried.
3. **Financial Reports-** Pervis/Gruman to approve financial reports as written. Motion carried.
4. **Fire Department Report**
 - a. 1. McMahon Management Summary (Memo) Training plans are in place through next year. They have been completed but not yet delivered as of this meeting. FD still is working on assembling a Training Committee. FD passed the state inspection with minor deficiencies including Rosters for events, training, and meetings and better documentation for the 2% funds. Before the inspection, McMahon and Associates had already identified these shortcomings and had prepared action plans to comply. SOGs were considered to be in good order and the job Chris has done with inspections and documentation was looked on favorably.
 2. Report on State DSPS 2% Dues Audit (Memo)
 3. Status of Secretary/Treasurer Position – The recommendation as of this meeting is to keep this role in place. A promotion is required at this time to fill this position.
 4. Report on Firefighter and Fire Officer Training Certifications Gerry has confirmed clarification from the State of Wisconsin states we are now down to 1 Officer and 2 firefighters at large who need to get the paperwork to comply. Discussion regarding a deadline occurred but consensus was to review next month.
 5. McMahon's assistance with the Fire Chief Hire Process (Memo) Discussion regarding keeping the contract services month to month through the hiring process. Due to the time required to bring documentation of certifications up to compliance, our timeline has been extended and we will continue to use McMahon month-to-month with their agreement.

6. Status Update on the Fire Chief Hiring Process McMahon will provide PFC with a short list of up to 4 names of Firefighters not applying for Chief. The intent is to invite up to 2 to sit in on the interview process and assist with technical and city-specific information. 3 applicants have submitted interest. 2 internal and 1 external. The initial review appears all three meet the criteria to hold the position. McMahon and Associates will check references. Darren will be asked to reach out to candidates and request all complete city applications to be submitted with letters of interest and resumes ASAP. A closed Session meeting will be scheduled for Monday, April 1, 2024, at 8:30 a.m. to review applicant credentials and receive reports on references. From that meeting, we will decide who to extend invitations to interview on April 18th, 2024. The meeting is to begin at 5:00 p.m. and interviews are to begin at 5:15.

b. **Assistant Chief Report**

Discussion regarding what has been being logged as billable hours and being able to come back to complete reports at a later time. The PFC believes Assistant Chief Lenorud has a good understanding of what is needed and will defer to his judgment. AC Lenorud is optimistic about a gradual but noticeable change in culture. Hammer moved to accept the Fire Chiefs and McMahon reports. Jones seconded the motion. Motion carried by voice vote.

5. **Police Chief's Report-** Chief Zilisch was not available. No report for February at this time.
6. **Adjourn-** Jones/Pervis to adjourn. Motion carried. The next regular scheduled meeting of PFC is to take place on April 25, 2024, at 5:30 p.m. at City Hall.

Chair

Date