

NOTICE

The City of Stoughton **Police and Fire Commission** will hold a meeting on **Monday, April 19, 2010 at 5:30 p.m.** in the **Fire Department Conference Room**, 401 E. Main Street, Stoughton, WI 53589

1. Call to Order
2. Approve the Minutes from January 25th, 2010 (which are attached in the email chain below)
3. Annual Police and Fire Commission re-organization, election of officers.
4. Quarterly update from Fire Chief Lamers
5. Quarterly update from Police Chief O'Connor
6. Move to closed session per State Statute 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
7. Conduct interviews for City of Stoughton Police Chief.
8. Reopen meeting.
9. Adjourn.

Submitted by:
Eric Hohol

SENT TO: (all e-mail)
Peter Sveum
Eric Hohol
Bob Barnett
Karen Benson
Dan Kittleson

cc: Mayor Jim Griffin (e-mail)
City Clerk Luann Alme (e-mail & packet)
Department Heads (e-mail)
Council Members (e-mail)
City Attorney Matthew Dregne
Stoughton Newspapers/WI State Journal
Debbie Myren (e-mail)

AN EXPANDED MEETING MAY CONSTITUTE A QUORUM OF THE COUNCIL.

City of Stoughton Police and Fire Commission

Regular Quarterly Meeting Minutes

Monday, January 25, 2010 – 6:00 p.m.

Conference Room of the Fire Department, 401 E. Main Street, Stoughton WI 53589

Members Present: Eric Hohol, Karen Benson, Dan Kittleson, Bob Barnett, Peter Sveum

Absent and Excused: None

Absent: None

Staff: Fire Chief Marty Lamers, Police Chief Pat O'Connor

Guests: None

1. **Call to order.** The meeting was called to order at 6:00 p.m. by Hohol.
2. **Approve minutes from October 26, 2009**
Motion by Kittleson, seconded by Sveum to approve the minutes of the October 26, 2009 Police and Fire Commission meeting. Motion carried unanimously.
3. **Presentation of the Quarterly Fire Department Report from Chief Lamers**
Chief Lamers presented his quarterly fire department report. (See attached). Motion by Barnett, seconded by Sveum to accept the report. Motion carried unanimously.
4. **Presentation of the Quarterly Police Department Report from Chief O'Connor**
Chief O'Connor presented his quarterly police department report. (See attached). Motion by Barnett, seconded by Sveum to accept the report. Motion carried unanimously.

Chief O'Connor submitted his written and signed notice of his plan to retire which was dated 1/25/2010 and which indicated a retirement date of on or about April 2, 2010 (see attached). A motion was made by Sveum, seconded by Kittleson to regretfully accept Chief O'Connor's resignation. This motion was carried unanimously.

5. Review of Procedures for Filling the Police Chief Position

Motion was made by Barnett, seconded by Kittleson that PFC President Hohol shall meet with City Personnel Director Luann Alme, and Police chief O'Connor to review and update the job description and qualifications for the City of Stoughton Police Chief position and then post and advertise the position opening both internally and externally to get a list of qualified candidates with all the above being done in accordance with the appropriate state statutes. Motion carried unanimously.

Discussion ensued regarding the process which will be followed to fill the City of Stoughton police chief position.

A motion was made by Kittleson, seconded by Sveum that if a replacement for the police chief is not in office on or before April 2 that Lt. Pat Conlin is appointed into the position of Interim Police Chief effective on April 2nd, 2010 and until the permanent hiring of a new police chief is made or until further notice by the PFC. Further to that, the PFC recommends a review by the City of Stoughton personnel committee to consider renumeration for the additional

responsibilities of Lt. Conlin during the time in which he may serve as interim Chief. Motion carried unanimously.

A motion was made by Barnett, seconded by Sveum to accept the following process for replacement of the chief position. Motion carried unanimously.

1. Post the position internally and advertise externally.
2. Screen applications to determine which candidates meet the basic qualification eligibility requirements as determined in the qualifications / job description referenced in the postings.
3. Require all interested and qualified applicants to sit for the State Police Chief Exam (including both internal and external candidates).
4. Identify the top 10 external candidates based upon exam scores.
5. Invite the top 10 external candidates as well as all qualified internal candidates for a first round of interviews.
6. First round of interviews will be with the PFC and the PFC's 3 invited panelists who are Fire Chief Marty Lamers, EMS Coordinator Kathy Rigdon, and Police Chief Pat O'Connor. Interviews should be scheduled for 30 minutes per candidate.
7. The First Interview panel will identify three finalists.
8. The three finalists will be invited to a second interview session which will be composed of a panel of Police Administrators who have been selected by Chief O'Connor. The panel will be composed of the police administrators + Chief O'Connor only, while the PFC will simply observe and listen to the questions asked of and the answers given by each of the 3 candidates. The PFC has invited Fire Chief Lamers and EMS Coordinator Rigdon to also observe and listen if they so choose. Each interview session for the finalists will be scheduled for 1 hour. The Panel will be asked to present their recommendations to the PFC.
9. PFC will make a final decision and offer the position to the chosen candidate contingent upon the candidate successfully passing the physical and psychological exam and background investigation.

6. Future Meetings:

The future meetings are scheduled for:

Quarterly Meeting and First Round of Interviews for Police Chief

Monday, April 19 at 5:30 p.m. in the Fire Department Conference Room

First Round of Interviews for Police Chief

Tuesday, April 20 at 5:30 p.m. in the Fire Department Conference Room

Second Round of Interviews for Police Chief

Monday, May 3 at 5:30 p.m. – place to be determined

7. Adjournment

Motion by Kittleson, seconded by Sveum to adjourn at 7:40 p.m. Motion carried unanimously.

Respectfully submitted,
Karen L. Benson
Secretary, City of Stoughton PFC

Memorandum

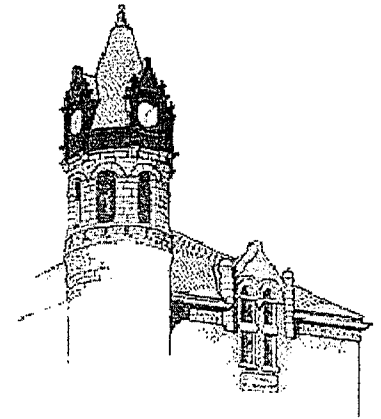
Date: 10-26-09

To: Police and Fire Commission

From: Chief Martin W. Lamers

Re: Fire Department Report

Cc: Mayor Griffin



Department News:

The new members are completing their entry level firefighting training. The training has been held in Lake Mills. After the entry level training, they will be evaluated by our officers prior to being deemed active firefighters.

On October 14th, the department held a Fire Prevention Week Open House, live demonstrations of "Auto Extrication" as well as static displays of equipment were part of the day.

We have completed annual hose testing. Planning is underway for a "Live House Burn" on Saturday November 14th. Members will be drilled in all aspects fire tactics. The fire ground will be set to simulate actual fire ground situations, including Command, Safety, Operations and Rehab. EMS will also be asked to be part of the training. Weeks of planning must go into training of this type, including inspecting and preparing the training ground to meet safety standards, having the house remediated for asbestos (DNR required) and having all release forms completed.

The Rapid Intervention Team (RIT) training continues, the members are in the final stages of the initial training. Advanced training will commence shortly. All RIT training by members has been over and above other department training and functions.

Planning for our Holiday Parade is underway, the event will take place on December 5th.

The 2010 budget process continues, this year has been more challenging than previous years.

Discussion; up coming retirement(s) and 2010 staffing.

Memorandum

To: Police & Fire Commission

From: Pat O'Connor

Re: October, 2009 Meeting

Personnel

Joseph Kellogg has completed the Field Training process and has assumed solo patrol duty on the afternoon shift. Chris Stachell has completed the Field Training process and has assumed solo patrol duty on the day shift. We are quite happy with the addition of these two gentleman to our staff.

We also promoted Brandon Hill to the Detective position. He assumed those duties on October 1st. With his addition we have been able to add detective availability in the evening which had been identified as a need during the earlier police department study.

Training

As a part of our succession planning efforts, Sergeant Patrick Frisch is attending the Northwestern University School of Police Staff and Command. He will be graduating – hopefully – November 13th.

Budget

As you may have been reading in The Hub, this year's budget has been difficult to come to. There are likely a number of reasons including the economy in general and a relatively low growth rate. The primary impacts on the police department include some vehicle and equipment replacement and the loss of a patrol officer position. This was the position vacated with the promotion of Brandon Hill. Additionally, administrative staff will likely be taking 4 to 8 days off as furlough days. This will affect only Lt. Conlin, Administrative Assistant Sue Showers and me.