



AMENDED OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the Police and Fire Commission of the City of Stoughton, Wisconsin will hold a regular or special meeting as indicated on the date, time and location given below.

Meeting of the: Date
/Time: Location:

**The City of Stoughton Police and Fire Commission
Thursday, January 9, 2020 @ 4:00 pm
Utilities Ed Malinowski Conference Room**

Members:
Staff:

600 S 4th Street, Stoughton WI 53589
Jon Lewis (President), Aime Edgington, Dorann Bradford, Marty Lamers, Peter Sveum
HR Director Gillingham, **Chief Leck**

- 1 Call to Order
- 2 **Approval of the Commission meeting minutes from Monday, October 21, 2019 and Wednesday, December 4, 2019**
- 3 Communications
- 4 Interview candidates for the Police Officer Position**
- 5 Discussion and possible action regarding recommendation for hire and eligibility list for the Police Officer Position**
- 6 Discussion and possible action regarding Fire Chief Applications, will determine who will be interviewed**
- 7
- 8 Adjournment

** May 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.

NOTE: AN EXPANDED MEETING MAY CONSTITUTE A QUORUM OF THE COUNCIL.

Submitted by: Jon Lewis, President PFC

Sent to: (via e-mail)

Jon Lewis, Aime Edgington, Dorann Bradford, Marty Lamers, Peter Sveum

Cc:

Mayor Swadley (e-mail)
Council Members (e-mail)
Stoughton Newspapers/WI

Department Heads
City Attorney Matthew Dregne
Sara Monette (e-mail)

If you are disabled and in need of assistance, please call 608-873-6677 prior to this meeting.

City of Stoughton Police and Fire Commission Meeting Minutes
Monday, October 21, 2019
Hall of Fame Room

Members Present: Jonathan Lewis (President), Martin Lamers (Vice-President), Doran Bradford, Peter Sveum

Absent & Excused: Amie Edgington

Staff Present: AJ Gillingham, Director of Human Resources and Risk Management

1. Call to Order

The meeting was called to order by President Lewis at 5:03PM

2. Approval of committee meeting minutes from September 12, 2019 and October 14, 2019

Motion to approve Sveum, 2nd Lamers, all in favor 4-0

3. Approval Discussion and possible action on time of PFC meetings

It was discussed and decided to have all future meetings scheduled to start at 5:30pm.

Motion to approve Lamers, 2nd Sveum, all in favor 4-0

4. Fire Chief Quarterly Report

Deputy Fire Chief Mark Miller filling in for Chief Wegner. Miller reviewed 3rd Quarter Fire report. Highlighted in the report were the notable calls. Sveum asked for the number of actual fire calls and not calls related to EMS and alarms. There was some discussion about this and Sveum requested that in the future each call be noted as to whether it is an actual fire call. He would like the report to note the total number of actual fire calls each quarter.

Motion to approve the Fire Chief's report Lamers, 2nd Bradford, all in favor 4-0

5. Police Chief Quarterly Report

Police Chief Greg Leck reviewed the highlights from the report. He discussed with the group that there has been an increase of breaking into cars & houses. He stated they have been sending out reminders and information to citizens as well as having the officers remind them. Leck stated he has requested a task force. He stated there had been break-ins to 50-70 cars in Dane County in the last year.

Leck discussed "Healthy Minds" coming to the November 5th staff meeting. He stated that other area departments are doing this and it has been very successful. He stated Verona's cost had been \$2000-\$3000. He stated that Noel Crystal, the Police Departments DARE officer is the first in Stoughton Wellness Coalition. There was some discussion regarding the near future promotion of a police officer to sergeant and the recruiting and hiring of a

police officer to replace that position. Leck stated they plan to follow the last process used to hire. It was verbally approved by the PFC.

Leck stated the SET (Special Events Team) would probably be activated to assist in Milwaukee for the DNC (Democratic National Event). He stated this would be mutual aid if the request is made.

Leck stated that Detective Brandon Hill talked to the Rotary about social media and he did a good job.

Motion to approve the Police Chiefs Report Sveum, 2nd Lamers, all in favor 4-0

6. Follow up: Performance Update

Motion to move to closed session Sveum, 2nd Lamers, all in favor 4-0

Sveum read statute to move to closed session.

Motion to move into open session Sveum, 2nd Lamers, all in favor 4-0

7. Adjournment

Motion to adjourn Bradford, 2nd Sveum, all in favor 4-0

Meeting adjourned at 5:53pm.

City of Stoughton Police and Fire Commission Meeting Minutes

Wednesday, December 4, 2019

Hall of Fame Room

Members Present: Jonathan Lewis (President), Martin Lamers (Vice-President), Doran Bradford, Peter Sveum, Amie Edgington

Staff Present: AJ Gillingham, Director of Human Resources and Risk Management, Chief Greg Leck

1. **Call to Order**

The meeting was called to order by President Lewis at 5:30PM

2. **Discussion and possible action regarding Sergeant Promotional Process**

An expert panel will be used to provide feedback to the PFC. This feedback will be given to the PFC once they have completed their face to face interviews with the candidates. It was requested that the list of candidates given to the PFC be paired down to 6 candidates. It was determined that the Sergeant interviews would take place on December 13th at 1:00 in the Utilities building.

3. **Discussion and possible action regarding Police Officer Process**

Final testing this Saturday. Interviews on 1/9 at 5:00- PFC to interview, review assessment results and certify a list of candidates to the Chief of Police. The Assessment center will take place on Jan 2-4.

4. **Discussion and possible action regarding recommendation for Interim Fire Chief**

The PFC moved to close session to discuss the candidates.

Motion by Sveum to move Mark Miller to the position of interim Fire Chief upon Chief Wagner's Retirement. 2nd Bradford, all in favor

5. **Discussion and possible action regarding posting job opening for Fire Chief**

Recommendation to post the Fire Chief position with the changes outlined during the discussion.

Motion by Sveum to make the noted changes and to post the position, 2nd Edgington, all in favor

6. **Discussion and possible action regarding interview format recommendations from Human Resources Director Gillingham**

Interview format options were presented to the PFC by Director Gillingham. The PFC determined that they would like to have the expert panel interview first and then the interview of the Fire Chief candidates by the PFC. Director Gillingham will work with Lamers to identify the expert panel.

7. **Discussion and possible action regarding dates related to Fire Chief application review and interviews**

Dates in regards to when the Fire Chief interviews would take place were determined to be set at a later date.

Director Gillingham shared with the PFC the Retirement celebration date for Chief Wegner which is 12/23/19 5:30-7:30

8. **Adjournment**

Motion to adjourn Lewis, 2nd Lamers, all in favor 5-0

Meeting adjourned at 6:45pm.