

Police and Fire Commission Meeting

April 5, 2018

6:00 p.m.

River Falls City Hall
Council Chambers
222 Lewis Street
River Falls, WI

Police

Fire

POLICE & FIRE COMMISSION MEETING

April 5, 2018 @ 6:00 p.m.

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NOTE: OFFICIAL ACTION MAY BE TAKEN ON ANY AGENDA ITEM

Agenda

Call Meeting to Order

Roll Call

Approval of Minutes: August 21, 2017

- 1) Training of Police & Fire Commission Rules of Procedure
- 2) Election of President and Vice President of Police & Fire Commission
- 3) Approval of Police & Fire Commission Rules of Procedure
- 4) Authorization to Conduct a Police Sergeant Promotion Process
- 5) Authorization to Conduct a Police Officer Eligibility List Process

Adjournment

Posted: 03/29/2018 at 1 p.m.

POLICE & FIRE COMMISSION MEETING MINUTES

August 21, 2017 @ 3:00 p.m.

River Falls City Hall
Council Chambers
222 Lewis Street
River Falls, WI

Call Meeting to Order 2:59 p.m.

Commission Members Present: Carole Mottaz, Mark Sams, Grant Hanson

Also Present: Gordon Young, Scott Nelson

Approval of Minutes: Regular Meeting Minutes from March 6, 2017

MSC Sams/Mottaz

Police Department

- 1) Monthly Staff Reports March through July, 2017
Monthly reports as given to City Administrator for City Council were provided in packet for review.
- 2) Retirement of Charles Golden, effective August 4, 2017
Young discussed Golden's retirement and relocation to Washington State.
- 3) Joshua Hecht Request for Hire
 - A) With Golden's requirement a patrol officer position is currently unfilled. Young explained the policy regarding officers that have left employment with the City in good standing. With the open position, Hecht submitted a letter requesting to be reinstated to eligibility list for consideration of rehire. He is currently an officer with the UWRF Police Department. Young asked to have him placed on the current eligibility list. Discussion regarding Hecht's employment and previous employers.
MSC Hanson/Mottaz to place Joshua Hecht on the eligibility list.
 - B) Conditional Offer of Employment to Joshua Hecht
Young explained to the Commission the non-expiring eligibility list. Ryan Bleskey, who is currently at the top of the list, was approached and declined, stating he is happy with his employment at the Hudson PD.
MSC Sams/Hanson to extend a conditional offer of employment to Joshua Hecht.
- 4) Future Police and Fire Commission Meetings, Procedures and Training
Young working on procedures & obtaining training for the Commission. He is looking for someone who specializes in Police and Fire Commissions to train on what our

meetings should look like and processes of what purview would be so there is no confusion. Mottaz also commented on duties as lined out in the Handbook.

- 5) Sams requested copies of monthly report that are provided to city council. Mottaz indicated she will send a reminder to Commission of when monthly report is included in the City Administrator's memo in the Council Packet.
- 6) Hanson asked about PD size. Young indicated 23 sworn positions. The department also has a Reserve Officer division which we try to maintain a list of 15, recruiting a couple times a year to maintain that number. Young also indicated training is important to the department.

Fire Department

- 1) All Company Business Meeting Minutes and Agendas March through July, 2017
These items were included in packet for review
- 2) Run Volume – January through July 2017.
Currently at 132 fire calls vs 128 calls year before
- 3) Recruitment update:
 - A) Of the 10 candidates:
 - Both Andrea Ellefson and Mark Hilden were previously on department, have all certifications and are off probation.
 - Six candidates have completed classroom Firefighter 1, practical test in October. Testing, class and certification have been paid for. (Justin Althorp, Greg Dietsche, Adam Meier, Kyle Morrow, Andrew Rineck, Chad Zess)
 - Ryan Baily, the remaining candidate, has Entry Level Firefighter certification and will be taking a separate Firefighter 1 class in October.
 - B) Staffing questions: Hanson asked how many on staff. Nelson replied currently at 47 and would like to run up to 55. May have another small class at the beginning of next year. Nelson also indicated recruitment retention is difficult.
- 4) Fire Service Policy Manual. On April 11, 2017, Council adopted an ordinance amendment for Chapter 2.16 Fire Protection. In addition to language updates, changes included adding the Fire Services Manual as the policy & procedure guide for the department and appointment of officers by the chief with approval of police and fire commission. All members have since read the manual and signed off on same.
- 5) Mentorship program – We are implementing a mentorship program for our new candidates. Candidates work with regular members to help them with training and integrating into the department.
- 6) Hanson asked if the Fire Department responds to calls outside of the city. Nelson explained the five-year Rural Fire Association contract with City that consists of a portion of fire budget.

- 7) Mottaz asked when we can meet for again regarding training/policies. As this is a big endeavor, Young stated it would be at least a month.

Adjournment: MSC Sams/Hanson at 3:32 p.m.

Respectfully Submitted,



Ailene Splittgerber
Recording Secretary