

Minutes of the Police and Fire Commission
May 29, 2013

Call to Order:

The meeting was called to order by President Sandfort at 1:30 P.M. in the Mayor's Conference Room at City Hall. Present were Jim Ley, Tom Mangin, Jan Pierce, and Ron Sandfort. Also present Fire Chief Jack Baus and Police Chief Eric Atkinson. Absent, Tom Miller.

Approval of Minutes:

The minutes of April 24, 2013 were approved. Ley made the motion to approve. The second was by Mangin. Motion carried.

Old Business: None

New Business:

Police Chief Atkinson's report:

1. The Chief reported that he attended and graduated from the Northwestern University School of Police Staff and Command program held in Hudson, Wi. It was noted that he was elected by his peers as President of the class #341.
2. A discussion on anticipated pending retirements took place. The Commission gave the Chief permission to begin the process for hiring an entry level police officer.
3. The Chief reported on the Officers who are receiving additional leadership training.
4. The Explorer-Mentor program was explained to the Commission. The Commission strongly supports the concept developed by the department.
5. The Lexi-Pol Online System for "Best Practices and Policies" was explained. The system assists in tracking policies on State and Federal case levels. The system deals with essential functions and responsibilities for Police Officers. The Commission agreed there is a need for the program.
6. The Chief presented for adoption a revised Position description for entry-level police officers. After discussion and suggested changes, the Commission approved its addition to the Police and Fire Commission Manual. Commissions will receive the policy description before the next meeting. Motion to approve was made by Ley and seconded by Mangin.

Fire Chief Baus's report:

1. Chief Baus informed the Commission of continued advanced training for the Fire Service. The emphasis in continued training in on "Critical Care" which will be an on-going process.

2. A discussion occurred on pending retirements in the Fire Department with anticipated interviews to follow in the fall. The Chief was given permission to begin the process for entry-level fire-fighter.

Closed Session:

A motion was made to move into closed session to discuss personal matters. Motion was made by Pierce and seconded by Ley. Motion carried.

A motion was made to come out of closed session by Ley and seconded by Mangin. Motion carried.

No action was taken in closed session.

A motion was made to adjourn by Mangin and seconded by Pierce. Motion carried. Time was 4:15.

Next meeting will be called as needed. The President will notify the Commission when the interview process will begin.

Submitted by Jan Pierce