

**CITY OF MERRILL
POLICE AND FIRE COMMISSION
Tuesday, July 29, 2014 at 5:30 P.M.
City Hall - Basement Conference Room
1004 E. First Street**

AGENDA

Voting members of Commission: Kurt Helmstadter (Chairperson), Mike Ravn, Don Heyel, Carol Holz, David Hayes

1. Call to order
2. Minutes of July 29th, 2013 meeting
3. Consider recommendation from Fire Chief Savone for filling pending vacant Captain position
4. Consider draft of Fire Department promotion policy for Captain position
5. Consider draft of Police Department promotion policy for Captain and Lieutenant positions
6. Public Comment
7. Adjournment

Prepared by City Clerk Bill Heideman
Reviewed by: Commission Chairperson Kurt Helmstadter & City Administrator Johnson

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Date and time agenda was posted: _____

Posted by: _____

**City of Merrill
Police and Fire Commission
Monday July 29, 2013 at 5:00pm
City Hall – Basement Conference Room
1004 E. Second Street**

Call to Order

President Kurt Helmstadter called the meeting to order at 5:05pm

Minutes

Motion to approve the Minutes from April 17, 2013 meeting (Ravn/Holz). Adopted

Police Chief Ken Neff's report

Department is at full staff with no foreseeable retirements or LOA. Chief Neff discussed the creation of a Police Auxiliary staffed with citizen volunteers. These citizen volunteers would:

- Perform traffic control for parades with authorization to write tickets though their primary focus would be maintaining traffic flow.
- Provide security at local events

He also discussed a student police academy at the High School (run similar to the Citizen Academy).

Regarding noise complaints in the area around the NTC training facility, there has been no recent update, but will see more activity as school resumes.

Fire Chief Dave Savone's report

Previous candidate had second test scheduled 7/30/13, but Chief Savone stated he needs full staffing currently and is moving forward with interviews.

New station building project is moving along as expected. Some items were missed in the original design. They will live with some, but there will be some change orders. The inconsistency of the blocks used in the walls will be covered with drywall in the interior at the contractor's expense.

The sudden departure of a department member, having provided 2 weeks notice, was abrupt, but all gear remained and some of the fees associated with his hiring and training will be reimbursed by that former employee.

Public Comment

None.

Convene into closed session

Pursuant to Wisconsin State Statutes Chapters 19.85(1)(b) and 19.85(1)(c), motion to convene into closed session to conduct Firefighter/Paramedic candidate interviews (Heyel/Ravn). Roll call, motion adopted unanimously.

During closed session the following candidates were interviewed for a scheduled 30 minute period. Each candidate was asked the same questions and each was given the opportunity to ask questions of the Commission. Candidates had also been previously interviewed by members of the Fire Department. The six interviewees, listed alphabetically, included:

- Cruise
- Gomoll
- Peterson
- Stilp
- Watson
- Witucki

Motion made and second to create list of all six candidates (Holz/Ravn).

Reconvene into Open Session

Motion and second (Ravn/Helmstadter)

Adjournment

Motion to adjourn (Heyel/Holz)

Respectfully submitted,

David R. Hayes

Secretary

Merrill Police and Fire Commission

Fire Department Promotion Policy for Fire Captain

When a vacancy occurs for the position of Captain, or is known to be occurring at a future specified date, the Fire Chief shall cause the position to be posted internally.

Internal applications shall be accepted for a prescribed period of time to be determined by the Fire Chief for each vacancy.

All applications shall be reviewed by the Fire Chief.

Those applicants meeting the minimum qualifications for the position as outlined in the job description shall be subject to an examination, peer review and interview process.

A resume with cover letter notifying the Fire Chief of the applicant's intent to participate in the examination process is to be received by the Fire Chief by a date specified by the Chief.

The Fire Chief will schedule the examination, peer review and interview process.

During this process points will be awarded in the following areas:

- 1) Cover Letter and Resume (10%)
- 2) Written Examination (25%)
- 3) Structured oral interview with area fire chiefs (25%)
- 4) Assessment Center (25%)
 - a) Fire Simulator
 - b) Employee Counseling Session
 - c) Presentation Exercise
- 5) Peer Review (5%)
- 6) Seniority (5%)
- 7) Fire Chief's Points (5%)

Upon completion of the examination, peer review and interview each component of the promotional test shall be scored on a scale of 100 points. The component scores shall then be reduced by the weighting factor assigned to the component on the test and the scores of all components shall be added to produce a possible total score of 100 points. Candidates shall then be ranked on the list in rank order based on the highest to the lowest points scored on all components of the test. Such ranking shall constitute the promotional list. The scores for each component of the promotional process shall be confidentially disclosed to each candidate. The promotion list shall be posted on the bulletin board at the fire station listing in rank order from highest to lowest the scores of all candidates whose scores for all components of the promotional process are 75% or better.

The findings of this selection process, along with the recommendation of the Chief, shall be sent to the Police & Fire Commission for approval at a duly called meeting of the Commission.

or alternatively

The findings of the selection process, and Chief's recommendation, shall be final within 7 Days after being forwarded to the Police and Fire Commission members via mail and email. If any Commission member objects to the Chief's selection a meeting of the Police and Fire Commission shall be called by the Commission President to approve or disapprove the promotion.

7/23/14

Police Department Promotion Policy for Police Captain and Lieutenant

When a vacancy occurs for the position of Captain or Lieutenant, or is known to be occurring at a future specified date, the Police Chief shall cause the position to be posted internally.

Internal applications shall be accepted for a prescribed period of time to be determined by the Police Chief for each vacancy.

All applications shall be reviewed by the Police Chief.

Those applicants meeting the minimum qualifications for the position as outlined in the job description shall be subject to an examination, peer review and interview process.

A resume with cover letter notifying the Police Chief of the applicant's intent to participate in the examination process is to be received by the Police Chief by a date specified by the Chief.

The Police Chief will schedule the examination, peer review and interview process.

During this process points will be awarded in the following areas:

- 1) Cover Letter and Resume (10%)
- 2) Written Examination (25%)
- 3) Structured oral interview with area police chiefs (25%)
- 4) Assessment Center (25%)
- 5) Peer Review (5%)
- 6) Seniority (5%)
- 7) Police Chief's Points (5%)

Upon completion of the examination, peer review and interview each component of the promotional test shall be scored on a scale of 100 points. The component scores shall then be reduced by the weighting factor assigned to the component on the test and the scores of all components shall be added to produce a possible total score of 100 points. Candidates shall then be ranked on the list in rank order based on the highest to the lowest points scored on all components of the test. Such ranking shall constitute the promotional list. The scores for each component of the promotional process shall be confidentially disclosed to each candidate. The promotion list shall be posted on the bulletin board at the fire station listing in rank order from highest to lowest the scores of all candidates whose scores for all components of the promotional process are 75% or better.

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