



CITY OF MERRILL

POLICE AND FIRE COMMISSION

MINUTES • THURSDAY FEBRUARY 23, 2017

Regular Meeting

City Hall Basement Conference Room

5:00 PM

I. Call to Order

| Attendee Name | Title | Status | Arrived |
|------------------|----------------|---------|---------|
| Kurt Helmstadter | President | Present | |
| Mike Ravn | Secretary | Present | |
| Carol Holz | | Present | |
| Don Heyel | Vice-President | Present | |
| Paul Russell | | Present | |

Also in attendance: Fire Chief Dave Savone, Police Captain Corey Bennett, City Attorney Tom Hayden, Dale Bacher and City Clerk Bill Heideman.

II. Welcome and Oath of Office for new Commission member, Alderman Paul Russell

President Helmstadter welcomed Paul Russell to the Police and Fire Commission. City Clerk Heideman administered the Oath of Office to Paul Russell.

III. Minutes of previous meeting(s):

1. Minutes of October 27, 2016 meeting

Motion (Holz/Ravn) to approve.

RESULT: APPROVED

IV. Agenda items to consider:

1. Election of Officers

Motion (Heyel/Ravn) to nominate Kurt Helmstadter for President. Hearing no other nominations, the nominating process was closed.

On a voice vote, Kurt Helmstadter (who abstained on the vote) was elected President.

Motion (Holz/Ravn) to nominate Don Heyel for Vice-President. Hearing no other nominations, the nominating process was closed.

On a voice vote, Don Heyel was elected Vice-President.

Mike Ravn volunteered to serve as Secretary.

Motion (Holz/Heyel) to nominate Mike Ravn for Secretary. Hearing no other nominations, the nominating process was closed.

On a voice vote, Mike Ravn was elected Secretary.

2. Promotions of two individuals to Police Captain

Police Captain Bennett reported that he is recommending that Dale Bacher and Greg Hartwig be promoted to Police Department Captains, with an effective date of March 13th, 2017.

Discussion was held on the duties, responsibilities and scope of the Police and Fire Commission. The relationship between the Police and Fire Commission and the Common Council was also discussed.

Motion (Ravn/Holz) to approve the promotions of Dale Bacher and Greg Hartwig to Police Department Captains, effective March 13th, 2017.

| | |
|----------------|-----------------|
| RESULT: | APPROVED |
|----------------|-----------------|

V. Status/Update Reports:

Police Chief

Police Captain Bennett reported that 40 applications were received for the pending open Police Officer position. That list has now been reduced to 15. Testing is in process, with more testing to be done on February 25th.

President Helmstadter suggested ultimately interviewing 5-6 candidates.

Fire Chief

Fire Chief Savone reported that there is not a Firefighter/Paramedic eligibility list in place. There are no retirements pending in the near future.

The Student Fire Academy is finishing for the year.

Various training is ongoing.

VI. Public Comment Period

None.

VII. Establish date, time and location of next meeting (Interviews for Police Officer position)

The next meeting was tentatively scheduled for Thursday, March 16th, 2017 at 4:00 P.M. The meeting will be held in the City Hall Basement Conference (training) Room. At this time, the sole purpose of the meeting will be to conduct interviews with Police Officer candidates.

VIII. Adjournment

Motion (Ravn/Heyel) to adjourn. Carried. Adjourned at 5:32 P.M.