FIRE & POLICE COMMISSION MEETING –Minutes
September 17, 2019

Village of Hales Corners, WI
5635 S. New Berlin Road

Pres. I. Thomson called the meeting to order at 6:33 p.m.

1.0 ROLL CALL – Present: Pres. I Thomson, Commissioner: M. Dzick, E. Leonard, S. Sannes & T. Smyczek and Trustee Liaison M. Stahl. Also present: Village President D. Besson, Trustee M. Bennett, Trustee R. Brinkmeier, Chief P. Jaskulski HCFD, Chief E. Cera HCPD, and Administrator S. Kulik. Audience (0)

2.0 MINUTES: Motion (Smyczek, Leonard) to approve minutes of August 20, 2019; unanimously approved.

3.0 GENERAL BUSINESS

3.1 **Chiefs Reports**

3.1.1.1 **Police Chief Report for August** – Chief Cera reported on statistical data presented. Briefly addressed the DARE program updated on work with the school districts. Believe they may be able to accommodate the program issues. Traffic watch details were reported and discussions on traffic calming efforts by the Public Works Department were being developed. A radar speed monitoring device and replacement radar speed are being explored for budgetary amounts. Reported on announcement of a retirement of an officer who will be retiring on November 2, 2019 of an officer who has been with the Village for 30 years beginning as a dispatcher and has been a sworn officer of the department for 23 years.

3.1.1.2 **Recommendation on adjusted dates of hire: V. Piacentine and J. Jewell** – Chief Cera reported on a delayed start for V. Piacentine that was unforeseen and the J. Jewell required an adjustment also due to training academy requirements. Motion (Dzick, Smyczek) to adjust the dates of hire V. Piacentine to September 9, 2019 and J. Jewell to August 21, 2019; unanimously approved.

3.1.1.3 **Recommendation on appointment to Police Officer –J. Becker** - Motion (Sannes, Smyczek) to approve appointment to police officer for J. Becker with a hiring date to be determined by Chief Cera and a one year probationary period from that date; unanimously approved.

3.1.1.4 **Update on DARE program** – Chief Cera reported that the schools and the department have streamlined the programming and they may be able to accommodate the program in 2020. M. Dzick commented on feasibility versus accommodation and if it puts too much strain on the department staffing there is a difference and we need to be able to address the needs of the patrol with the needs of the school. Chief Cera commented that they all understand that and another report will be presented next month.

3.1.1.5 **Recommendation on 2020 Budget Proposal** – Chief Cera reported it was essentially a status quo budget. Discussed the need for the radar equipment and reported on a warranty program that was needed for the watchguard body cameras. S. Kulik reported that she had reviewed all the details and that some accounts were doubled based upon some accounting issues and that she would make those corrections prior to submission. Further, based upon budget constraints she may be recommending pre-funding some expenses with 2019 available

surpluses. Motion (Dzick, Smyczek) to recommend the proposed budget with the corrections as noted by S. Kulik; unanimously approved.

3.1.2 **Fire Chief Report for August** – Chief Jaskulski reported. Discussion on mutual aid and response times regarding how that information was gathered. Chief Jaskulski commented he is hand counting them as the software has been inconsistent and he wants to present accurate data. Reported on the smoke detector program installations and recent training activities.

3.1.2.1 **Recommendation on new hire:** Z. Lehner – I. Thomson question regarding the sunset date of September 1, 2019 for hiring and reported post offer. Chief Jaskulski commented that it had expired and he will be bringing new hires to the board prior to start dates going forward. Motion (Sannes, Leonard) to approve new hire effective September 7, 2019 and subject to a one year probationary period; unanimously approved.

3.1.2.2 **Acknowledgment and acceptance of resignation of Capt. A. Eversum** – I. Thomson question regarding formal acceptance of a resignation. S. Kulik reported that the state law requires special acceptance of resignations for protective services. Motion (Sannes, Smyczek) to accept the resignation of A. Eversum effective 9/5/19; unanimously approved.

3.1.2.3 **Recommendation on recruitment efforts for vacant Captain position** – Chief Jaskulski reported he would like to leave the position vacant while working with an internal candidate who has been with the department for 3 years. I. Thomson question on how this would impact staffing levels. Chief Jaskulski commented that the current captains are covering a lot of shifts and they are working towards alleviating some of that but everyone is filling in and they have not run with less than the minimum 4 positions. He does not feel that giving the events of the past year or so that bringing in someone from the outside would be a good idea and would be very concerned on the impact that would have on the department. He would bring his candidate nominee before the Commission in December upon completion of the schooling he is currently enrolled in for fire officer. If they were to go outside for recruitment they would still be looking at a December hire date. Motion (Smyczek, Leonard) to leave the position vacant through December as recommended and evaluate the needs at that time and interview the internal candidate pending successful course completion and interview process; unanimously approved.

3.1.2.4 **Discussion on creation of Part-Time Training Office / Fire Inspector** – Chief Jaskulski reported on developing a new position at a rate of $20 per hour and annual hours of approximately 624 per year to be funded by current part-time salary budgets and no new funds were being requested. Captains are in favor of this position and that the position would not be doing firefighting or EMT work only a training and inspection capacity which would free up the current captains from their obligations for this task. S. Kulik commented this would require an amendment to a resolution authorizing this position as it does increase the FTE count and that they pay range is not currently identified. It could be presented to the Committee of the Whole in October. Motion (Dzick, Smyczek) to approve recommending the creation of the position and pay range and forwarding the request to the Village Board for approval; unanimously approved.

3.1.2.5 **Update on ISO Rating - Chief** Jaskulski reported that the rating bureau has accepted the remediation plan and will allow the ISO rating to remain at 3.

3.1.2.6 **Recommendation on 2020 Budget Proposal:** Chief Jaskulski presented proposal. Reported on request to develop one additional full-time employee as a driver operator / firefighter/ EMT at an annual Salary of $50,000 and a $1,000 stipend for the DO designation. S. Kulik commented that the range was developed as this employee would not have supervisory roles and therefore kept lower than the Captain range to prevent compression of wages. The stipend would be paid quarterly and not part of the pay for performance system on the base wages. Chief Jaskulski commented that currently getting a DO on days is difficult and it has been noted by other departments that the DO was a Captain at times and that there was really no one doing incident work inside the scenes which is counter to how it is supposed to be run as the DO/Captain has to stay with the rig. This position would be a 4 day per week 2,912 employee. S. Kulik commented on the prefunding of the roofing project that she would likely be recommending to the board but no other issues with the line items exist. M. Dzick question regarding what "amended" budget meant and how would they know what they were comparing it to and whether a column could be added showing the changes. S. Kulik response was that the worksheets village-wide are hyperlinked and to add a column to this would require a re-work of the entire proposal and she would not do that this year but could explore the option going forward. Further, the amended is usually the adopted but this year some special circumstances allowed for an increase to the Expenditure Restraint Limit due to greater than anticipated revenues which allowed for the HVAC units to all be replaced in 2019 as well as fully fund the new IT Police Position and she reported she should have discussed it with the FPC but due to timing for to file with the Department of Revenue she had not but would do so if it came up again in the future. Motion (Dzick, Smyczek) to recommend the budget as proposed including the new position; unanimously approved.

4.0 Set date for the next regular Fire and Police Commission meeting October 15, 2019 at 6:30 p.m.

5.0 ADJOURNMENT – Motion to adjourn at 8:57 p.m. (Smyczek, Dzick); unanimously carried.

Prepared by: Sandra M. Kulik, Administrator