

POLICE & FIRE COMMISSION Agenda
WEDNESDAY, September 13, 2023–6:00 PM
Government Center Room 204

Video Call Link: [Click here to join the meeting](#)

Meeting ID: 244 835 201 / 963 Passcode: StbYqj

Dial In Option: +1 872-242-8028; Phone Conference ID: 593 053 821#



MEMBERS: Arthur Gil de Lamadrid, Maria Cuzzo, Tom Johnson, Akela Lloyd, Brett Foote

COUNCIL REP: Brent Fennessey

- 1 CALL TO ORDER**
- 2 ROLL CALL**
- 3 RECOGNITION OF NOTICE TO PUBLIC**
- 4 APPROVAL OF MINUTES (Police and Fire Commission Meeting held 07/12/2023)**
- 5 POLICE AND FIRE DEPARTMENT UPDATES**
- 6 NEW BUSINESS**
 - 6.1 Consider changing regular meeting time
 - 6.2 Approve Firefighter exam plan
 - 6.3 Approve Police Officer hire list
- 7 ADJOURNMENT**

Notice is hereby given that a majority of the members of the Common Council may be present at the meeting, and although this may constitute a quorum of the Common Council, the Council will not take any action at this meeting.

Pursuant to the Americans with Disabilities Act of 1990, if you are in need of an accommodation to participate in the public meeting process, please call (715) 395-7200 by 4:30 p.m. on the day prior to the scheduled meeting date (OR dial 711 for Telecommunications Relay Service). The City will attempt to accommodate any request depending on the amount of notice received.

In compliance with Wisconsin Open Meetings Law, this agenda was posted on 09/08/23 at the following locations: Superior Government Center, Douglas County Courthouse, and online at <https://www.ci.superior.wi.us/agendacenter>. It was also emailed to the Superior Telegram and the Superior Public Library.

This meeting may be called into closed session under WI State Statute Sections 19.85 (1) (c) which cite as follows: ‘Considering employment, promotion, compensation or performance evaluation data for any public employee over which the governmental body has jurisdiction or exercises responsibility’.

POLICE AND FIRE COMMISSION Minutes

July 12, 2023 Regular Meeting

The meeting was called to order by Arthur Gil de Lamadrid at 6:03 pm on June 14th, 2023 in Government Center Room 204.

1 CALL TO ORDER

2 ROLL CALL

PRESENT: Akela Lloyd, Tom Johnson, Arthur Gil de Lamadrid, Maria Cuzzo

ABSENT: Brett Foote

CITY STAFF PRESENT: HR Director Janigo*, Police Chief Alexander, Assistant Chief of Police Kiel, Fire Chief Vollbrecht, Administrative Assistant Nikki Holmberg

**Attended Virtually*

3 RECOGNITION OF NOTICE TO PUBLIC

4 APPROVAL OF MINUTES

4.1 Police and Fire Commission (Meeting held 06/14/23)

Motion by Tom Johnson, second by Akela Lloyd, and carried to approve the minutes from 06/14/23.

5 POLICE AND FIRE UPDATES

Chief Alexander states the department is working on a 2024 budget. Assistant Chief Kiel is working on a specializing training grant to include trauma informed training. Chief Alexander briefly talks about the Pathways to Hope program; the SPD program has been recognized throughout the state of WI due to its high success. This Summer has been busy on patrol as there have been an increase in complaints regarding pets off leash, ATV/UTV use, and fireworks.

Chief Vollbrecht states the total runs for the Fire Department are down about 100 runs compared to this time in 2021. The Fire Department has changed the way they respond to fire alarms and have been using the electric pickup truck to respond to certain calls; these measures have decreased the volume on the firetrucks. Chief Vollbrecht states the Fire Department have been completing their wellness and fitness testing which is done on an annual basis. Chief Vollbrecht briefly discussed recent and upcoming trainings in the department.

6 NEW BUSINESS

6.1 Approve amended PFC rules for Lateral Transfer Applicant changes

Motion by Maria Cuzzo, second by Akela Lloyd. Motion carried.

6.2 Approve Police Officer exam plan

Motion by Tom Johnson, second by Maria Cuzzo. Motion carried.

6.3 Review Police Officer interview questions (in closed session)

Motion to go into closed session at by Maria Cuzzo, second by Akela Llyod. Meeting moved to closed session at 6:22 PM.

Motion to return to open session by Maria Cuzzo, second by Akela Llyod. Meeting returned to open session at 6:38 PM.

7 ADJOURNMENT

Motion to adjourn by Maria Cuzzo, second by Akela Lloyd, and carried to adjourn at 6:50 PM.

Submitted by Nikki Holmberg

ENTRY LEVEL FIREFIGHTER – 2023

Timeline:

08/28/23	Begin advertising for Firefighter testing
12/01/23	Deadline for accepting application materials
	10/06/23 1 st CPAT orientation at LSC ERTC
	10/20/23 2 nd CPAT orientation at LSC ERTC
	11/03/23 1 st CPAT practice at LSC ERTC
	11/17/23 2 nd CPAT practice at LSC ERTC
12/01/23	Written exam & Final CPAT agility exam to be given at LSC ERTC
1/20/24	Saturday Date for interviews at SHS (Approx 8:00 a.m.-2:00 p.m.)
January 2024; <i>or</i>	PFC to certify Firefighter hire list at special meeting
2/14/24	PFC to certify Firefighter hire list at regular meeting

Recruitment:

Posting: Standard posting clearly defining requirements, deadlines, test elements and written, agility and interview dates

Outreach Efforts:

Scope of Recruitment: Regional

Schools: WITC System; Lake Superior College; UW System; UM System; WITC System

Advertise: City web site; WI state web site; Local paper; City Commissions email, All City email, Facebook, Other suggested distributions?

Process:

1. Application Process:
Standard application - submit copies of certifications at time of application
2. Screening:
Minimum Qualifications of FF I & II and EMT Basic certifications (at time of hire)
3. Written Test & Physical Agility (CPAT):
 - a. Pass/Fail - Top 50 passing continue to the interviewWritten Test and CPAT provided by LSC at \$175 cost to applicant
4. Interviews:
Five panels of three, made up of PFC members and SFD supervisors and personnel
Define the rating criteria and oral questions
5. Establish Eligible List:
PFC to certify top 5 candidates to certified list
6. SFD conducts interviews and performs Background Investigation

Upon Vacancy:

7. Conditional Job Offer is Made
8. Post job offer Medical Exam, MMPI and Psychological Exam are completed