

AGENDA

POLICE AND FIRE COMMISSION

Police & Fire Commissioners: Howard Hendrickson, Arthur Gil de Lamadrid, ChaQuana McEntyre, Maria Cuzzo, Tom Johnson

Council Representative: Councilor Fennessey

The Board of the Police and Fire Commission for the City of Superior will meet in regular session on **Wednesday, January 11, 2023, at 6:00 p.m.** in room 204 of the Government Center. This meeting can also be virtually accessed online by entering the following information:

Meeting ID

meet.google.com/viw-aqbz-aud

Edit

Phone Numbers

(US)+1 857-529-8441

PIN: 597 951 666#

The following has been scheduled for discussion/action:

1. Call to order
2. Roll call
3. Recognition of notice to public
4. Approval of minutes: 10-12-2022, 10-20-2022, 11-22-2022
5. Police Department and Fire Department Updates
6. Letter from Chief Alexander; complete of probationary period, Greg Mertzig
7. Letter from Chief Alexander; completion of probationary period, Collin Deans-Brandt
8. Letter from Chief Alexander; completion of probationary period, Taylor Wendt
9. Letter from Chief Alexander; completion of probationary period, Jarid Rankila
10. Letter from Chief Vollbrecht; promotion to Motor Pump Operator, Jon Webber
11. Letter from Chief Vollbrecht; promotion to Captain, Brandon Cardenas
12. Firefighter and Police Officer testing process update
13. Review Firefighter and Police Officer interview questions

The discussion to review Firefighter and Police Officer interview questions will be adjourned into closed session under Wisconsin Statute 19.85(1)(c), Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Adjournment

Nikki Holmberg, Recording Secretary

In compliance with Wisconsin Open Meetings Law, this agenda was:

Posted: Government Center, Douglas County Courthouse, Superior Public Library

Notified by email: Superior Telegram, Duluth News Tribune

The City of Superior complies with the Americans with Disabilities Act of 1990. If you are in need of an accommodation to participate in the public meeting process, please contact the City Clerk's Office at (715)395-7200 by 4:30 p.m. on the day prior to the scheduled meeting. We will attempt to accommodate any request depending on the amount of notice we receive.

c: Mayor Paine
City Clerk
Scott Gordon, Fire Chief
Nick Alexander, Police Chief

Cammi Janigo, Human Resources Director
Frog Prell, City Attorney
Charles Mahlen, WPPA, Local #27
Suzanne Olson, IAFF Local #74

POLICE AND FIRE COMMISSION MEETING MINUTES
SUPERIOR, WI
OCTOBER 12, 2022

1. The regular meeting of the Board of the Police and Fire Commission for the City of Superior was called to order Wednesday, October 12, 2022 at 6:00 P.M. Some participants joined the meeting via Google Meet.

2. **ROLL CALL**

Commissioners present: Arthur Gil de Lamadrid*, Howard Hendrickson, Tom Johnson, Maria Cuzzo
**attended virtually*

Commissioners excused: ChaQuana McEntyre

Others present: Police Chief Nick Alexander*, Fire Chief Scott Gordon, HR Director Cammi Janigo, Nikki Holmberg, Shelley Nelson
**attended virtually*

There being a quorum present, the meeting was in order.

3. **RECOGNITION OF NOTICE TO THE PUBLIC**

The recording secretary mailed and/or delivered agendas and agenda packets to persons or organizations listed, and the meeting was legally noticed in accordance with Wisconsin State Statutes open meeting law.

4. **ELECTION OF OFFICERS**

Motion by President Hendrickson, seconded by Commissioner Tom Johnson, and carried to elect Commissioner Maria Cuzzo as Press Spokesperson.

5. **APPROVAL OF MEETING MINUTES: SEPTEMBER 14, 2022 AND SEPTEMBER 27, 2022**

Motion by Commissioner Maria Cuzzo, seconded by Commissioner Tom Johnson, and carried to approve the September 14, 2022 and September 27, 2022 meeting minutes.

6. **APPROVE POLICE OFFICER TESTING PROCESS**

HR Director Cammi discussed in the last couple years there has been a low number of applicants and zero applicants have failed the written test. PFC could discuss eliminating the written test in the future.

Motion by Commissioner Maria Cuzzo, seconded by Vice President Arthur Gil de Lamadrid, and carried to approve the original Police Officer testing process.

7. **APPROVE UPDATED POLICE OFFICER CERTIFIED HIRING LIST**

Motion by Commissioner Maria Cuzzo, seconded by Commissioner Tom Johnson, and carried to approve the updated Police Officer certified hiring list

8. **APPROVE UPDATED FIREFIGHTER CERTIFIED HIRING LIST**

Motion by Commissioner Maria Cuzzo, seconded by Vice President Arthur Gil de Lamadrid, and carried to approve the updated Fire Fighter certified hiring list

9. REVIEW FIREFIGHTER JOB DESCRIPTION FOR RECOMMENDED CHANGES RELATED TO DEI

Commissioner Maria Cuzzo recommends adding “Demonstrates knowledge and abilities regarding diversity, equity, and inclusion skills” under the abilities section of the job description as the sixth point.

Motion by Commissioner Maria Cuzzo, seconded by Vice President Arthur Gil de Lamadrid, and carried to recommend the HRC add “Demonstrates knowledge and abilities regarding diversity, equity, and inclusion skills” under the abilities section of the Firefighter job description.

10. REVIEW POLICE OFFICER JOB DESCRIPTION FOR RECOMMENDED CHANGES RELATED TO DEI

Commissioner Maria Cuzzo recommends adding “Demonstrates knowledge and abilities regarding diversity, equity, and inclusion skills” under the abilities section of the job description as the sixth point.

Motion by Commissioner Maria Cuzzo, seconded by Vice President Arthur Gil de Lamadrid, and carried to recommend the HRC add “Demonstrates knowledge and abilities regarding diversity, equity, and inclusion skills” under the abilities section of the Firefighter job description.

11. ESTABLISH TIMELINE FOR REVIEWING FIRE CHIEF APPLICATIONS, ESTABLISHING INTERVIEW QUESTIONS, AND CONDUCTING INTERVIEWS

PFC members to receive Fire Chief applications after the meeting today. Special PFC meeting scheduled for Thursday, October 20, 2022 at 5:30 P.M. to select candidates they will interview and develop interview questions; this will be a closed session.

No Action

Motion by Commissioner Maria Cuzzo, seconded by Tom Johnson, and carried to adjourn at 6:45 P.M.

Submitted by: Nikki Holmberg, Recording Secretary

**MINUTES
POLICE AND FIRE COMMISSION
Superior, Wisconsin**

1. A special meeting of the Board of the Police and Fire Commission for the City of Superior was called to order Tuesday, October 20, 2022 at 5:30 P.M.

2. **ROLL CALL**

Commissioners present: Maria Cuzzo, Howard Hendrickson, Tom Johnson

Commissioners excused: ChaQuana McEntyre, Arthur Gil de Lamadrid

Others present: HR Director Cammi Janigo

There being a quorum present, the meeting was in order; Meeting Commenced at 5:40 P.M.

3. **RECOGNITION OF NOTICE TO THE PUBLIC**

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4. **Select Fire Chief candidates for interview and develop interview questions**

Motion by Maria Cuzzo, seconded by Tom Johnson and carried, to move into closed session.

Motion by Maria Cuzzo, seconded by Tom Johnson and carried, to return to open session.

Motion by Maria Cuzzo, seconded by Tom Johnson and carried, to adjourn the meeting at 7:16 P.M.

Submitted by: Nikki Holmberg, Recording Secretary

**MINUTES
POLICE AND FIRE COMMISSION
Superior, Wisconsin**

1. A special meeting of the Board of the Police and Fire Commission for the City of Superior was called to order Wednesday, November, 22, 2022 at 6:30 P.M.

2. **ROLL CALL**

Commissioners present: Maria Cuzzo, Howard Hendrickson, Tom Johnson, Arthur Gil de Lamadrid

Commissioners excused: ChaQuana McEntyre

Others present: HR Director Cammi Janigo, Councilor Brent Fennessey

There being a quorum present, the meeting was in order

3. **RECOGNITION OF NOTICE TO THE PUBLIC**

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4. **Discuss selection of new Fire Chief**

Motion by Maria Cuzzo, seconded by Arthur Gil de Lamadrid, and carried to move into closed session at 6:32 P.M.

Motion by Maria Cuzzo, seconded by Arthur Gil de Lamadrid and carried to return to open session at 7:30 P.M.

Motion by Arthur Gil de Lamadrid, seconded by Maria Cuzzo and carried to adjourn the meeting at 7:30 P.M.

Submitted by: Nikki Holmberg, Recording Secretary



Living up to our name.

Superior Police Department

1316 N. 14th St. Suite 150
Superior, WI 54880

Phone: (715) 395-7234
Fax: (715) 395-7664
www.ci.superior.wi.us

October 21, 2022

Police and Fire Commission
Superior, Wisconsin

Dear Commissioners:

The purpose of this letter is to update you concerning an officer's successful completion of their probationary period in our department.

Officer Gregory Mertzig completed his probationary period on October 8, 2022. I would recommend that the Commission, at their next meeting or as soon as practical, move Officer Mertzig to a full tenure Patrol Officer in our department.

I will be glad to address this request in more detail at the next PFC meeting. If you have any questions, please feel free to contact me. Thank you.

Sincerely,

Nicholas F. Alexander
Police Chief

NFA/nh

c: Officer Mertzig
Human Resources



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October 21, 2022

Police and Fire Commission
Superior, Wisconsin

Dear Commissioners:

The purpose of this letter is to update you concerning an officer's successful completion of their probationary period in our department.

Officer Collin Deans-Brandt completed his probationary period on October 8, 2022. I would recommend that the Commission, at their next meeting or as soon as practical, move Officer Deans-Brandt to a full tenure Patrol Officer in our department.

I will be glad to address this request in more detail at the next PFC meeting. If you have any questions, please feel free to contact me. Thank you.

Sincerely,

Nicholas F. Alexander
Police Chief

NFA/nh

c: Officer Deans-Brandt
Human Resources



Living up to our name.

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December 13, 2022

Police and Fire Commission
Superior, Wisconsin

Dear Commissioners:

The purpose of this letter is to update you concerning an officer's successful completion of their probationary period in our department.

Officer Taylor Wendt completed her probationary period on December 16, 2022. I would recommend that the Commission, at their next meeting or as soon as practical, move Officer Wendt to a full tenure Patrol Officer in our department.

I will be glad to address this request in more detail at the next PFC meeting. If you have any questions, please feel free to contact me. Thank you.

Sincerely,

Nicholas F. Alexander
Police Chief

NFA/nh

c: Officer Wendt
Human Resources



Living up to our name.

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December 13, 2022

Police and Fire Commission
Superior, Wisconsin

Dear Commissioners:

The purpose of this letter is to update you concerning an officer's successful completion of their probationary period in our department.

Officer Jarid Rankila completed his probationary period on December 16, 2022. I would recommend that the Commission, at their next meeting or as soon as practical, move Officer Rankila to a full tenure Patrol Officer in our department.

I will be glad to address this request in more detail at the next PFC meeting. If you have any questions, please feel free to contact me. Thank you.

Sincerely,

Nicholas F. Alexander
Police Chief

NFA/nh

c: Officer Rankila
Human Resources



Living up to our name.

Superior Fire Department

*Camron Vollbrecht, Fire Chief
Superior Fire Department
3326 Tower Avenue
Superior, WI 54880*

*Phone: (715) 395-1680
FireDept4@ci.superior.wi.us
www.ci.superior.wi.us*

January 3, 2023

TO: Police & Fire Commission Members
FROM: Camron Vollbrecht, Fire Chief
REF: Promotion

For your information and records, Firefighter Jonathan Webber has been promoted to Motor Pump Operator, effective January 18, 2023.

This promotion is subject to the one year probationary period.

Thank you,

A handwritten signature in black ink, appearing to read "C. Vollbrecht", is written over the typed name and title.

Camron Vollbrecht
Fire Chief

CV/ah

c: Human Resources
MPO Jonathan Webber



Living up to our name.

Superior Fire Department

*Camron Vollbrecht, Fire Chief
Superior Fire Department
3326 Tower Avenue
Superior, WI 54880*

*Phone: (715) 395-1680
FireDept4@ci.superior.wi.us
www.ci.superior.wi.us*

January 3, 2023

TO: Police & Fire Commission Members
FROM: Camron Vollbrecht, Fire Chief
REF: Promotion

For your information and records, Motor Pump Operator Brandon Cardenas has been promoted to Captain, effective January 18, 2023.

This promotion is subject to the one year probationary period.

Thank you,



Camron Vollbrecht
Fire Chief

CV/ah

c: Human Resources
Captain Brandon Cardenas