

CITY OF ELKHORN
Police and Fire Commission Meeting
City Administrative Office 311 Seymour Ct. Elkhorn, WI
Wednesday January 31, 2024, at 4:00 P.M.

The Police and Fire Commission meeting was called to order at 4:00 P.M. by Vice President Kruse followed by roll call.

ROLL CALL

Present: Commissioners Bray, Kruse, and Washer. Also present: Assistant Fire Chief Trent Eichmann, Police Chief Joel Christensen and Recording Secretary Theresa Boeger. A quorum was established.

WITHDRAWALS FROM THE AGENDA

No withdrawals from the agenda

PUBLIC COMMENT

Devin Gatton appeared before the Commission regarding the fire at his residence last year.

APPROVAL OF MEETING MINUTES

Motion (Bray/Washer) to approve the 11-15-23 minutes. Motion carried.

NEW BUSINESS

Police Department

1. Motion (Bray/Washer) to adjourn into Closed Session per Wis. Stat. 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." Specifically interview candidates for the Police Officer position. Roll call vote Kruse-yes, Bray-yes, Washer-yes. Closed session at 4:24 P.M.
2. Motion (Washer/Kruse) to reconvene into Open Session at 6:12 P.M. Roll call vote: Washer-Yes, Kruse-Yes, Bray-Yes. Motion carried. At this time President Tom Lee joined in for the meeting and Commissioner Rasmussen joined in prior to interviews being completed.
3. Motion (Bray/Washer) to certify candidates, Jacob Morris, Brandon Sachs, Jacob Economy, and Andrew Ochs. Roll call vote: Kruse-Yes, Bray-Yes, Washer-Yes, Lee-abstained, Rasmussen-abstained. Motion carried.

Fire Department

1. Motion (Washer/Bray) to accept Fire Chief Rod Smith's notice of retirement.
2. Motion (Kruse/Washer) to appoint Trent Eichmann as interim Fire Chief. Roll call vote; Kruse-yes, Lee-yes, Bray-yes, Rasmussen-yes, and Washer-yes. Motion carried.
3. Interim Fire Chief informed the Commission that they have hired six new personnel and currently have only one vacancy left.
4. Discussion regarding recruitment/qualifications for Fire Chief was put on hold as the Commission would like to see a current job description before continuing with the process.

UNFINISHED BUSINESS

A. PFC Manual. Article III, Appointment of Chiefs was discussed and approved by the Commission and Article IV, employment Procedures/Qualifications was discussed with a couple changes made by the Commission.

DISCUSSION OF FUTURE AGENDA ITEMS

PFC Manual

Job description for Fire Chief and Assistant Fire Chief

Go into Closed Session to further discuss the Fire Chief position with HR Specialist Kacey Keogh.

SET AND CONFIRM NEXT MEETING DATE: February 21, 2024 @ 6:30 P.M.

ADJOURNMENT: Motion (Washer/Kruse) to adjourn the meeting at 7:11 P.M. Motion carried.



Larry A. Bray

Secretary, Elkhorn Police and Fire Commission