

CITY OF ELKHORN
Police and Fire Commission Meeting
City Administrative Office 311 Seymour Ct. Elkhorn, WI
Wednesday February 21, 2024, at 6:30 P.M.

The Police and Fire Commission meeting was called to order at 6:30 P.M. by President Lee followed by roll call.

ROLL CALL

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

WITHDRAWALS FROM THE AGENDA

Motion (Washer/Bray) to remove the Closed Session item from tonight's meeting. Motion Carried.

APPROVAL OF AGENDA

Motion (Kruse/Rasmussen) to approve the amended agenda excluding Closed Session. Motion Carried.

PUBLIC COMMENT

No public comment.

APPROVAL OF MEETING MINUTES

Motion (Washer/Kruse) to approve the 01-31-24 minutes. Motion carried.

NEW BUSINESS

Police Department

1. Police Chief Christensen advised the Commission that he has reached out to Andrew Oches and Brandon Sachs, and they both are completing the background packet at this time. The Department is looking at the summer academy.

Fire Department

1. Interim Fire Chief Eichmann updated the Commission with current personnel. He stated he graduated six employees, nine were sworn in on Monday at the Council meeting and currently there is just one vacancy but plans to have someone in that position starting in March.

UNFINISHED BUSINESS

1. PFC Manual: Chief Christensen advised that he had reached out to Dr. Dahlgren and he is awaiting his response. We have also reached out to Aurora Occupational Health regarding the hearing standards and still awaiting to hear back from them as well. Commission was updated on the language that was modified from last meeting.
2. HR Specialist spoke to the Commission regarding the job descriptions she has developed for the Assistant Fire Chief and Fire Chief. There were just a couple changes made by Commissioners. HR Specialist Keogh advised the final job description would need to be sent to Council for final approval.

SET AND CONFIRM NEXT MEETING DATE: March 20, 2024, at 6:30 PM

DISCUSSION OF FUTURE AGENDA ITEMS

PFC Manual

Approve updated job descriptions for Assist Fire Chief and Fire Chief

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

ADJOURNMENT: Motion (Washer/Rasmussen) to adjourn the meeting at 7:06 P.M. Motion carried.



Larry A. Bray
Secretary, Elkhorn Police and Fire Commission