

CITY OF ELKHORN
Police and Fire Commission Meeting
City Administrative Office 311 Seymour Ct. Elkhorn, WI
Wednesday April 17, 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 Washer, Rasmussen, Bray, Lee, and Kruse. Also present: Assistant Fire Chief Trent Eichmann, Police Chief Joel Christensen, HR Specialist Kacey Keogh, City Administrator Adam Swann, and Recording Secretary Theresa Boeger. A quorum was established.

WITHDRAWALS FROM THE AGENDA

Motion Kruse/Washer to remove the agenda item PFC Manual from the agenda for tonight's meeting. Motion carried.

APPROVAL OF AGENDA

Motion (Kruse/Washer) to approve the agenda. Motion Carried.

PUBLIC COMMENT

No public comment.

APPROVAL OF MEETING MINUTES

Motion (Washer/Kruse) to approve the 03-20-24 meeting minutes. Motion carried.

NEW BUSINESS

Police Department

1. Chief Christensen advised the Commissioners of the status of the Department's eligibility list. Motion (Kruse/Rasmussen) to authorize Chief Christensen to begin working on establishing a new eligibility list for the Police Department.
2. Chief Christensen shared with the Commission the current Personal Appearance policy. He stated after receiving input from some employees regarding the policy during a climate survey he has agreed to revisit the policy. He asked for input from the Commissioners about the policy. Commissioner Washer has agreed to reach out to some other agencies about their policy and she will share with the Chief her findings. The Commissioners liked the idea of being part of a committee to further explore the policy. This will be a future agenda item again once Chief Christensen finalizes the policy.

Fire Department

1. Interim Chief Eichman advised the Commission they currently have 1 vacancy; the department lost a firefighter/EMT to another department. There are currently 9 or 10 applicants that have applied with hopes of having Department testing next month.

UNFINISHED BUSINESS

1. Chief Christensen updated the Commission about the hiring process with hopes of having the physical readiness testing, written test and possibly interviews all in one day. Right now, that date is set for May 19th at the High School.
2. Motion (Bray/Washer) to approve the Fire Chief and Assistant Fire Chief position descriptions as written. Motion carried.

3. Motion (Rasmussen/Kruse) Adjourn into Closed Session per Wis. Stats §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 discuss Interim Fire Chief position. Roll call vote; Rasmussen-yes, Kruse-Yes, Washer-yes, Lee-yes, Bray-Yes. Motion carried, closed session at 6:58 P.M.
4. Motion (Washer/Rasmussen) to reconvene into Open Session. Roll call vote; Washer-yes, Rasmussen-yes, Kruse-yes, Bray-yes, Lee-yes. Motion carried, open session at 7:53 P.M.

SET AND CONFIRM NEXT MEETING DATE: May 15th, 2024, at 5:00 P.M.

DISCUSSION OF FUTURE AGENDA ITEMS

Elections

PFC Manual

Personal Appearance Policy

Go into Closed Session to further discuss the Fire Chief/ Interim Fire Chief position.

ADJOURNMENT: Motion (Washer/Kruse) to adjourn the meeting at 7:56 P.M. Motion carried.



Larry A. Bray
Secretary, Elkhorn Police and Fire Commission