

**CITY OF BARABOO
POLICE AND FIRE COMMISSION
MEETING MINUTES**

MINUTES FOR: Regular Meeting on December 17, 2018

The Baraboo Police & Fire Commission (PFC) met on this date at the Municipal Building, 101 South Boulevard (Council Committee Room #205), Baraboo. The meeting was opened at 3:30pm by PFC President Kujak. A notice of this meeting was posted on December 12, 2018.

Roll call found Commissioners Alt, Getschmann, Kluge, Madalon and Kujak were in attendance. Others present during the meeting were Police Chief Mark Schauf and Fire Chief Kevin Stieve.

Compliance with the open meeting law was noted by Kujak.

Kujak made a request to have the Agenda approved.

- Alt made a Motion to approve the Agenda; Madalon offered a second and the Motion carried 5-0.

Kujak made a request to have the Minutes of November 19, 2018 approved.

- Getschmann made a Motion to approve the Minutes; Alt offered a second and the Motion carried 5-0.

There were no citizens present to speak under 'Public Comments'.

Under OLD BUSINESS, the Police Chief had given notice that he may be absent and did provide the President / Kujak with a note regarding the ongoing Police Officer selection process. Schauf's notes indicated that he has received 20 candidate names, with 13 recently taking the State Exam, while the remaining 7 are working off a previous State Exam score. He anticipates interviewing all 20 candidates over a 2-day period. He is looking at the week of January 7th, and interested in knowing which 2-days work best for the PFC. Additionally he will be looking to have about 3 PFC members on a mixed panel. The PFC members discussed the dates and felt that January 7 & 8 would work best for us. Kujak will advise Chief Schauf.

The Chief had also made a reference for the need to do a 'School Resource Officer' and 'Detective Sergeant' promotion in the near future, hopefully early in the new year.

Under NEW BUSINESS, it was noted that there were not Police nor Fire Department Monthly Reports available for this month.

Additionally there were no Communications received for this meeting.

The Fire Chief provided an update at to the new Training Officer position and his interview plans. He provided the Commissioners with an approved 'Position Description', the Candidate Application requirements and an estimated hiring timeline. During the discussion it became evident that this might be better discussed in a Closed Session, as some PFC questions could not be addressed in an Open Session.

The Secretary inquired of the Fire Chief, if he could provide better clarity of the process if discussed in a Closed Session. He indicated that he could.

President Kujak asked if anyone wished to 'AMEND THE AGENDA' to include additional time in the

**CITY OF BARABOO
POLICE AND FIRE COMMISSION
MEETING MINUTES**

Closed Session for the Fire Chief to complete his discussion.

- Commissioner Madalon made a motion to AMEND THE AGENDA to provide additional time in the Closed Session for discussion with the Fire Chief pertaining to a personnel matter within the Fire Department; Getschmann offered a second and the Amendment passed 5-0.

Kujak announced that the Commission will meet in Closed Session as per Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The purpose of the closed session is to discuss personnel matters within the Fire Department; and to discuss personnel matters within the Police Department.

- Motion to go to Closed Session: Moved by: Madalon, 2nd by: Getschmann; motion carried 5-0.

NOTE: Prior to the end of the Closed Session Chief Schauf arrived and participated.

Prior to the completion of the Closed Session, the Secretary reminded the Commissioners of how the Amended portion of the Closed Session must be handled. That the related discussions are the same as any other Closed Session - matters & comments discussed must remain within the Closed Session. Those matters can not be discussed outside of that PFC Closed Session for any reason. Further that no formal action can be taken on any Fire Department related discussion, as it was under an Amended Agenda. To do otherwise is a serious violation of the Open Meeting / Closed Meeting rules. All Commissioners appeared to have that understanding.

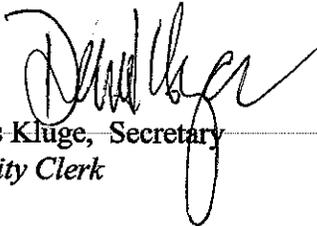
Kujak then announced that the Commission will reconvene in Open Session as per Wis. Stats. 19.85(2) to address any business that may legally be, as a result of discussion conducted in the non-amended portion of the Closed Session.

- Motion to return to Open Session: Moved by: Alt, 2nd by: Getschmann, motion carried 5-0.

Kujak requested a motion of adjournment:

- Madalon made a motion to adjourn the meeting; Getschmann offered a second. Motion passed 5-0.

Respectfully submitted,



Dennis Kluge, Secretary
Cc: City Clerk

Approved by PFC on January 21, 2019