

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

MINUTES FOR: Regular Meeting on March 16, 2020

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 March 10, 2020.

Roll call found Commissioners Getschmann, Kelly, Kluge and Kujak were in attendance. Commissioner Madalon was excused. 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: Getschmann made a Motion to approve the Agenda; Kelly offered a second. Motion carried 4-0.

Kujak made a request to have the Minutes of February 17, 2020 be approved. Kelly made a Motion to approve the Minutes; Getschmann offered a second and the Motion carried 4-0.

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

Under ACTION ITEMS:

- The PFC continued discussion on a standardized 'Exit Interview' form for the Police & Fire Departments. The Police Department presented a 'Draft' form, citing differences with the Fire Department current use form due to some special needs of each unit. It was offered that each Department will prepare and utilize an 'Exit Interview' form where the departing employee will be asked to complete the form during a meeting with the Department Chief. That form will then be presented to the PFC 'for review' and returned to the Department Chief for filing in the employee's Personnel File.

Getschmann made a Motion to approve; Kelly offered a second. Motion carried 4-0.

Under INFORMATION ITEMS:

- Police Chief presented the Police Department Monthly Report.
- Fire Chief presented the Fire Department Monthly Report.
- Police Chief provided an update on Department's computer software, where he believes it will be operating by the PFC's April 20 meeting.
- Police Chief stated that he would provided an update on the Department's ongoing Police Officer hiring process in the upcoming Closed Session.
- The PFC received a card from Mrs. Diane Cahoon, thanking the members for the sympathy card she received upon the passing of her husband, former Baraboo Officer, Claude 'Mike' Cahoon.

Under CLOSED SESSION:

- Kujak announced that the Commission would meet in a Closed Session as per Wisconsin Statutes 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of

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any public employee over which the governmental body has jurisdiction or exercises responsibility and per 19.85(10)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or to conduct other specific public business, whenever competitive or bargaining reasons require a Closed Session. The purpose of the closed session is to discuss ongoing Background Checks of current Police Officer candidates.

- Getschmann made a Motion to approve; Kelly offered a second. Motion carried 4-0.

Return to OPEN SESSION:

- Kujak announced that the Commission would reconvene in Open Session as per Wisconsin Statutes 19.85(2) to address any business that may be the result of discussion conducted in Closed Session.
- Getschmann made a Motion to approve; Kelly offered a second. Motion carried 4-0.

Continue ACTION ITEMS:

- Police Chief presented a letter requesting the PFC's approval of making a hiring offer to Candidate Derek Burch to the position of Baraboo Police Officer. That appointment will include a 12-month probationary period, beginning on the date of hire. It will additionally occur only after successful completion of a medical evaluation, psychological examination, and would have been presented for approval by the City Administrator.
- Kelly a Motion to approve; Getschmann offered a second. Motion carried 4-0.

Kujak made a request for an adjournment:

- Getschmann made a Motion for adjournment; Kelly offered a second and the Motion carried 4-0.

Respectfully submitted,


Dennis Kluge, Secretary

Approved by PFC on April 20, 2020

Cc: City Clerk