

VILLAGE OF GRAFTON
POLICE AND FIRE COMMISSION MEETING MINUTES
NOVEMBER 28, 2012

The Police and Fire Commission meeting was called to order by Commission President Robert Poull at 7:00 p.m.

Police and Fire Commissioners present: Robert Poull, Al Jacoby, Paul Moroder, Kevin Plato and David Harvey.

Staff present: Police Chief Charles Wenten, Village Administrator Darrell Hofland

Other Officials present: Trustee Lisa Harbeck

ELECTION OF COMMISSION OFFICERS

Motion by Commissioner Moroder, seconded by Commissioner Jacoby for President Poull to serve another year as President of the Police and Fire Commission. Approved unanimously.

Motion by Commissioner Moroder, seconded by Commissioner Jacoby for Commissioner Harvey to serve as the Secretary of the Police and Fire Commission. Approved unanimously.

REVIEW OF FIRE CHIEF HIRING REQUIREMENTS WITH VILLAGE ADMINISTRATOR DARRELL HOFLAND

Administrator Hofland discussed the job description for the new Fire Chief. The job description was approved by the Public Safety Committee on November 12, 2012. The Commission reviewed the job description and complimented Administrator Hofland for doing a good job developing the job description. The Public Safety Committee also approved the assignment of Pay Grade 21 which is the same pay grade as the Police Captains.

Commission members discussed the process that would be used to hire the Fire Chief. The process that was used to hire Police Chief Wenten was well documented and would be a good starting point in developing an action plan. President Poull asked Commissioners Harvey and Moroder to contact Officials from Port Washington and invite them to a future meeting to review the process they used for hiring the first full time Fire Chief in Port Washington.

HEAR PERSONS REQUESTING TO BE HEARD

None

POLICE DEPARTMENT REPORT

Chief Wenten provided a status update on the hiring of a new Police Officer. Candidates recently completed the physical agility test and will be scheduled for staff level interviews in the next couple of weeks. Chief Wenten was very pleased with the quality of the candidates. A reduced list of candidates will be provided to the Police and Fire Commission for final interviews and recommendations. Interviews have been tentatively scheduled for January 9, 2013.

Chief Wenten provided a brief overview of police operations. Chief Wenten reviewed several techniques that he has implemented to provide enhanced policing in Grafton.

OLD /NEW BUSINESS

Copies of the Police and Fire Commission manual would be copied and made available to all Commission members.

It was recommended that the new members of the Police and Fire Commission attend a one day class designed to educate Commission members on proper protocols to follow. Chief Wenten agreed to provide information related to the class.

ADJOURN

Motion by Commissioner Harvey, seconded Commissioner Jacoby, to adjourn at 8:25 p.m. Approved unanimously.