

**VILLAGE OF GRAFTON**  
**POLICE AND FIRE COMMISSION MEETING MINUTES**  
**JANUARY 16, 2013**

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

Commission members present: Robert Poull, Paul Moroder, and Kevin Plato.

Staff present: Village Administrator Darrell Hofland

Public present: None in attendance.

**REVIEW AND APPROVE OF THE MINUTES OF THE JANUARY 9, 2013 POLICE AND FIRE COMMISSION MEETING**

Minutes from the January 9, 2013 meeting were not completed. Review and approval are expected at the next scheduled meeting.

**CONVENE TO CLOSED SESSION PURSUANT TO WISCONSIN STATUTES 19.85(1)(c) FOR PERSONNEL MATTERS**

Motion by President Poull, seconded by Commissioner Moroder, to convene to closed session at 7:01p.m. Approved unanimously by roll call vote. During the 33 minute closed session, the Commission discussed application requirements and essay questions for the Fire Chief position.

**RE-CONVENE TO OPEN SESSION AND REGULAR ORDER OF BUSINESS**

Motion by President Poull, seconded by Commissioner Moroder, to re-convene to open session. Approved unanimously by roll call vote at 7:34 p.m.

**HEAR PERSONS REQUESTING TO BE HEARD**

None.

**UNFINISHED BUSINESS**

**a. FIRE CHIEF HIRING PROCESS:**

President Poull reported that Chief Mark Mitchell of the Port Washington Fire Department could not attend tonight's meeting due to a prior commitment. Chief Mitchell was asked by the Commission to come discuss his offer to assist with running the Assessment Center testing for the new Fire Chief position. President Poull will attempt to re-schedule a time when Chief Mitchell can meet with the Commission.

Administrator Hofland reported that Public Safety Committee met on January 15, 2013. Removal of the requirement that the Fire Chief candidate possess, or be able to obtain by time of hire, a CPAT Certificate was discussed. The favorable recommendation has been forwarded to the Village Board for approval.

Administrator Hofland agreed to handle the advertising for the position of Fire Chief. Letters of interest for the position will be accepted followed with a packet of material which includes the job description, requirements, application, essay questions, resume, and background check release forms. The Commission agreed to an approximately 2 – 3 week period of time for the application portion and an approximate 3 weeks for completed packets to be returned.

#### **NEW BUSINESS**

None.

#### **ADJOURN**

Motion by President Poull, seconded by Commissioner Plato, to adjourn at 8:56 p.m. Approved unanimously.