



# **POLICE AND FIRE COMMISSION MEETING MINUTES**

**October 13, 2025 at 5:00 PM**

**Kronenwetter Municipal Center - 1582 Kronenwetter Drive  
Room C110 (Fire Department Training Room)**

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## **1. CALL MEETING TO ORDER**

President Schemmel called the 10/13/2025 Police and Fire Commission meeting to order at 5:00 p.m.

### **A. Pledge of Allegiance**

Those in attendance recited the Pledge of Allegiance.

### **B. Roll Call**

PRESENT:

Doug Schemmel

Chet Rucinski

Lucene Udulutch

David Forsythe

STAFF: Fire Chief Theresa O'Brien, EMS Coordinator Alexa Kufalk, and Police and Fire Commission Secretary Dianne Drew

EXCUSED:

Rick Smith

## **2. ANNOUNCEMENT OF CLOSED SESSION**

President Doug Schemmel announced the upcoming closed session.

## **3. APPROVAL OF MINUTES**

C. Approve 06/23/2025, 07/28/2025, and 09/22/2025 meeting minutes.

Due to not having the three members present today who were also present at the 06/23/2025 meeting, these minutes cannot be approved until a future meeting.

Motion by Commissioner Chet Rucinski, seconded by Commissioner Lucene Udulutch to approve the 07/28/2025 meeting minutes. Motion carried 4:0 by roll call vote.

Motion by Vice President David Forsythe, seconded by Commissioner Lucene Udulutch to approve the 09/22/2025 meeting minutes. Motion carried 4:0 by roll call vote.

## **4. PUBLIC COMMENT**

None.

**5. CLOSED SESSION**

Consideration of motion to convene into closed session pursuant to Wis. Stat. 19.85 (1)( c ) for consideration of employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – to wit interview Fire Department applicant.

Motion by Commissioner Lucene Udulutch, seconded by Vice President David Forsythe to convene into closed session. Motion carried 4:0 by roll call vote. Convened into closed session at 5:05 p.m. Chief O'Brien and EMS Coordinator Alexa Kufalk were invited into closed session.

**6. RECONVENE OPEN SESSION**

Consideration of motion to reconvene into open session at 5:35 PM. Motion made by Commissioner Lucene Udulutch, seconded by Commissioner Chet Rucinski to reconvene into open session. Motion carried 4:0 by roll call vote.

**7. ACTION AFTER CLOSED SESSION**

Motion made by Vice President David Forsythe to continue applicant, Esteban Carreon, in the firefighter/first responder hiring process. Seconded by Commissioner Chet Rucinski.

Motion carried 4:0 by roll call vote.

**8. NEW BUSINESS**

FIRE DEPARTMENT--FULL MEMBERSHIP RECOMMENDATIONS: Discussion and possible action to accept Jamie Balk and Connor Young as full members of the Kronenwetter Fire Department, following completion of their probationary periods.

The Fire Chief recommended both Jamie Balk and Connor Young to become full members of the Kronenwetter Fire Department.

Motion made by Commissioner Lucene Udulutch to accept the Fire Chief's recommendation for Jamie Balk and Connor Young to become full members of the Kronenwetter Fire Department, with each having completed their probationary periods. Seconded by Commissioner David Forsythe.

Motion carried 4:0 by roll call vote.

**9. ADJOURNMENT**

Motion made by Commissioner Lucene Udulutch, seconded by Vice President David Forsythe to adjourn. Motion carried 4:0 by roll call vote.

Meeting Adjourned at: 5:40 PM

Respectfully submitted by Dianne Drew, Police and Fire Commission Clerk  
Approved on November 17, 2025