



# POLICE AND FIRE COMMISSION MEETING AGENDA

July 24, 2023 at 5:00 PM

Kronenwetter Municipal Center - 1582 Kronenwetter Drive Room C108 (Fire Department Incident Command Room)

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**1. CALL MEETING TO ORDER**

- A. Roll Call
- B. Pledge of Allegiance

**2. APPROVAL OF MINUTES**

- C. Approve 06/26/2023 meeting minutes.

**3. NEW BUSINESS**

- D. Announcement of closed session.
- E. Discussion and possible action on Fire Department hiring/firing.

**4. PUBLIC COMMENT**

Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this Village that Public Comment will take no longer than 15 minutes with a three-minute time period, per person, with time extension per the Chief Presiding Officer's discretion. Be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.

**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 review and revise Fire Department applicant interview questions.

**6. RECONVENE OPEN SESSION**

Consideration of motion to reconvene into open session.

**7. DISCUSSION AND ACTION**

- F. Discussion: Promotion of Firefighter to Captain.
- G. Discussion and possible action regarding proposed firefighter job description.

**8. ADJOURNMENT**

***NOTE: Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made at least 24 hours in advance to the Police Clerk's office at 715-693-4215 during business hours.***

***Posted: 07/18/2023 Kronenwetter Municipal Center and [www.kronenwetter.org](http://www.kronenwetter.org).***

***Faxed: WSAW, WSAU, Mosinee Times, Wausau Daily Herald; emailed: WAOW-TV ([News@waow.com](mailto:News@waow.com)), [rneupertnews@gmail.com](mailto:rneupertnews@gmail.com).***



# POLICE AND FIRE COMMISSION MEETING MINUTES

June 26, 2023 at 5:00 PM

Kronenwetter Municipal Center - 1582 Kronenwetter Drive Room C108 (Fire Department Incident Command Room)

**1. CALL MEETING TO ORDER**

- A. Pledge of Allegiance
  
- B. Roll Call  
PRESENT  
President Doug Schemmel  
Vice President Chet Rucinski  
Commissioner Paul Raymond  
Commissioner David Forsythe  
Commissioner Lucene Udulutch

STAFF PRESENT:  
Dianne Drew, Secretary  
Fire Chief Theresa O'Brien

**2. APPROVAL OF MINUTES**

- C. Approve 05/22/2023 meeting minutes

Motion made by Commissioner Forsythe, Seconded by Commissioner Udulutch to approve May 22, 2023 meeting minutes and dispense with the reading.

Voting Yea: President Schemmel, Commissioner Raymond, Commissioner Forsythe, Commissioner Udulutch

Voting Abstaining: Vice President Rucinski

**3. NEW BUSINESS**

- D. Announcement of closed session

**4. PUBLIC COMMENT**

Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this Village that Public Comment will take no longer than 15 minutes with a three-minute time period, per person, with time extension per the Chief Presiding Officer’s discretion. Be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.

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, review Fire Department applicant background report, and review Fire Department interview questions.

Motion made by Commissioner Forsythe, Seconded by Vice President Rucinski.

Voting Yea: President Schemmel, Vice President Rucinski, Commissioner Raymond, Commissioner Forsythe, Commissioner Udulutch

The Commission convened into closed session at 5:01 p.m. Fire Chief O'Brien was invited into closed session.

**6. RECONVENE OPEN SESSION**

Consideration of motion to reconvene into open session.

Motion made by Commissioner Forsythe, Seconded by Commissioner Udulutch.

Voting Yea: President Schemmel, Vice President Rucinski, Commissioner Raymond, Commissioner Forsythe, Commissioner Udulutch.

The Commission reconvened into open session at 5:55 p.m.

**7. Discussion and possible action on whether to continue applicant(s) in firefighter/first responder hiring process.**

Motion made by Commissioner Forsythe, Seconded by Commissioner Udulutch to continue Kent Pavick in the firefighter/first responder hiring process.

Voting Yea: President Schemmel, Vice President Rucinski, Commissioner Raymond, Commissioner Forsythe, Commissioner Udulutch.

Motion made by Commissioner Forsythe, Seconded by Commissioner Udulutch to not continue Andrew Duberstein in the firefighter/first responder hiring process.

Voting Yea: President Schemmel, Vice President Rucinski, Commissioner Raymond, Commissioner Forsythe, Commissioner Udulutch.

**8. ADJOURNMENT**

Motion made by Commissioner Udulutch, Seconded by Commissioner Forsythe.

Voting Yea: President Schemmel, Vice President Rucinski, Commissioner Raymond, Commissioner Forsythe, Commissioner Udulutch

Meeting adjourned at 5:57 p.m.

Respectfully submitted by Dianne Drew, Police and Fire Commission Secretary  
Approved on: \_\_\_\_\_, 2023



**Kronenwetter Fire Dept.**

1582 Kronenwetter Dr. (715)693-4200  
Kronenwetter WI. 54455

JULY 17, 2023

To: Kronenwetter Police and Fire Commission

From: Fire Chief Theresa O'Brien

Re: Promotion of firefighter to Captain

Dear Commission Members:

At this time, I would like to notify the Police and Fire Commission of my decision to promote Kyle James to the position of Captain effective 8/1/2023.

Kyle has been a firefighter on Kronenwetter since 2005 with a short leave when his children were born. Kyle was previously a Lieutenant in the department but gave up that position due to starting his family and not having the time he wanted to dedicate to the department. Kyle has a long history of dedication to Kronenwetter Fire and is again ready to take on the responsibilities of an officer. I am honored to make this promotion.

Sincerely,

Theresa O'Brien  
Fire Chief  
Kronenwetter Fire Department

**Position Title:** Paid Per Call Firefighter

**Department:** Fire Department

**Reports to:** Fire Chief

**Position Summary:** Under general direction of the Fire Chief, Deputy Fire Chief, Captains and Lieutenants, the primary function of a Kronenwetter Firefighter is to protect the community from disaster situations, including house and building fires, and promote an environment of public safety within the Village of Kronenwetter Fire Department’s response area. This position also participates in fire prevention and inspection activities, equipment and fire station maintenance, and training dealing with all phases of fire suppression, prevention, inspection, rescue and emergency operation. This position in the course of its duty may be exposed to Blood-born pathogens, as well as other unsafe conditions directly relating to fire suppression and control. The Village of Kronenwetter Police and Fire Commission and the Fire Chief will interview all qualified candidates and will confirm or deny individuals hired as firefighters.

**Essential Job Functions:** The Fire Department does not intend the Essential Job Function list to be an exhaustive list of all responsibilities, duties, and skills. The Fire Department intends that the list to be an accurate summary of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

1. Responds to fire alarms and extinguishes fires.
2. Performs salvage operations such as throwing salvage covers, sweeping water and removing debris.
3. Responds to and renders assistance in emergency cases.
4. Cleans and inspects equipment and apparatus after returning from a fire and notifies superior officer of any defects.
5. Performs routine preventative maintenance tasks and keeps records of such action.
6. Keeps fire station, equipment, and grounds in a clean and orderly condition.
7. Participates in training activities and instruction sessions.
8. Performs various public information or education tasks.
9. Enters inspection, training and (on occasion) fire and emergency medical service calls into the records management systems.
10. Completes time cards and submits those to superiors for approval and submittal to the Village Clerk.
11. Performs all work duties and activities in accordance with Fire Department policies and procedures.
12. Works in a safe manner and reports unsafe activity and conditions to a superior if someone is not following Fire Department safety procedures.
13. Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

1. Must complete pre-employment testing and background investigation;
2. Valid Wisconsin driver’s license required.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that employees must meet to perform the essential functions of this job. The Village may make reasonable accommodations to enable individuals with disabilities to perform the essential functions.

1. Ability to operate fire suppression equipment after being trained in how to do so with some equipment requiring complex and rapid adjustments.
2. Ability to exert physical effort in work, typically involving lifting, carrying, pushing and pulling of at least 50 pounds, although extreme cases can exist which exceed this limit.
3. Ability to work under dangerous conditions where exposure to environmental factors such as temperature variations and extremes, toxic agents, noise, machinery, and/or dust, may cause discomfort and there is risk of injury.
4. Sufficient clarity of speech and hearing and other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively, including during emergency situations which may involve a high degree of noise;
5. Sufficient vision and other powers of observation, with or without reasonable accommodation, which permits the employee to effectively operate at a fire or related emergency scene.
6. Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate equipment used in fire fighting;
7. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties involved in protecting life and property.

**MEDICAL REQUIREMENT:**

Applicants may be required to submit to a medical examination prior to appointment, consistent with the requirements of the position.