



POLICE AND FIRE COMMISSION MEETING AGENDA

July 23, 2024 at 5:00 PM

Kronenwetter Municipal Center - 1582 Kronenwetter Drive, Kronenwetter, WI
Board Room (Lower Level)

1. CALL MEETING TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

2. ANNOUNCEMENT OF CLOSED SESSION

3. APPROVAL OF MINUTES

- C. Approve 06/18/2024 meeting minutes.

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. OLD BUSINESS

- D. Discussion and possible action to review/revise current Selection Process for Hiring Police Officers.

6. 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(s) and review Fire Department interview questions.

7. RECONVENE OPEN SESSION

Consideration of motion to reconvene into open session.

8. ACTION AFTER CLOSED SESSION

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

9. NEW BUSINESS

- E. Discussion and possible action on the Fire Department application process.
- F. Discussion and possible action on EMS job descriptions.

10. 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: 07/16/2024 Kronenwetter Municipal Center and www.kronenwetter.org

Faxed or emailed: WAOW, WSAW, WSAU, Wausau Daily Herald, rneupertnews@gmail.com, Mosinee Times, City Pages



POLICE AND FIRE COMMISSION MEETING MINUTES

June 18, 2024 at 5:00 PM

Kronenwetter Municipal Center - 1582 Kronenwetter Drive, Kronenwetter, WI
Board Room (Lower Level)

1. CALL MEETING TO ORDER

A. Pledge of Allegiance

B. Roll Call

PRESENT

Vice President David Forsythe

Commissioner Chet Rucinski

Commissioner Rick Smith

Commissioner Lucene Udulutch

EXCUSED

President Doug Schemmel

2. APPROVAL OF MINUTES

C. Approve 05/21/2024 meeting minutes.

Motion made by Rick Smith to approve the 05/21/2024 meeting minutes and dispense with the reading. Seconded by David Forsythe.

Voting Yea: Chet Rucinski, David Forsythe, Rick Smith.

Voting Abstain: Lucene Udulutch.

3. 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.

4. ANNOUNCEMENT OF CLOSED SESSION

5. OLD BUSINESS

Discussion and possible action to review and revise current Selection Process for Hiring Police Officers.

Tabled until Chief McHugh can attend the meeting. No action taken.

6. 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(s) and discuss background of Fire Department applicant.

Motion made by Rick Smith, Seconded by Chet Rucinski.

Voting Yea: David Forsythe, Lucene Udulutch, Rick Smith, Chet Rucinski.

Time: 5:05 p.m.

7. RECONVENE OPEN SESSION

Consideration of motion to reconvene into open session at 6:45 p.m.

Motion made by Lucene Udulutch, Seconded by Chet Rucinski.

Voting Yea: Rick Smith, David Forsythe, Lucene Udulutch, Chet Rucinski.

8. ACTION AFTER CLOSED SESSION

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

Motion made by Chet Rucinski to advance Mason Hoffmann, Eric Podoski, Jarret Imlach, and Jordyn Wadle-Leff in the firefighter/first responder hiring process. Seconded by Lucene Udulutch.

Voting Yea: Lucene Udulutch, Chet Rucinski, Rick Smith, David Forsythe.

9. ADJOURNMENT

Motion made by Chet Rucinski, Seconded by David Forsythe.

Voting Yea: Chet Rucinski, Lucene Udulutch, Rick Smith, David Forsythe

Adjourned at 6:46 p.m.

Respectfully submitted by Dianne Drew, Police and Fire Commission Secretary

Approved on _____, 2024

Dianne Drew

From: Terry P. McHugh
Sent: Wednesday, February 28, 2024 1:45 PM
To: Dianne Drew; Chet Rucinski; David Forsythe (saicforsythe@gmail.com); Doug Schemmel; Lucene Udulutch; Paul Raymond
Subject: RE: Miscellaneous from 2-26-24 Meeting

Commission Members,

Here's some info I found in the union contract regarding these two issues (contract language is in red). The only other reference to probationary employees deals with their clothing allowance, which doesn't fit with what we're looking at. I think the only change will need to be related to the second issue, duration of an officer's probationary period, which is defined as 2080 hours of work. Basically, the probationary period is for 2080 hours for both FT & PT. I did notice that there's a typo in the union contract, i.e. "two-thousand eight (2080) hours of work" and when they go to negotiations this year, we'll have to have them correct that to "two-thousand *eighty*..."

Thanks and see you next month.

From: Dianne Drew <ddrew@kronenwetter.org>
Sent: Tuesday, February 27, 2024 4:28 PM
To: Terry P. McHugh <tmchugh@kronenwetter.org>
Subject: Wording in Selection Process

Chief,

The P&FC asked you to review the following wording in the Selection Process:

"An employee may be released during the probationary period without notice or reason and without rights of appeal."

Article 5, Section 5: A new part-time employee, hired after January 1st, 2022, shall work under the provisions of this Agreement but shall be employed as a probationary employee for the first two-thousand and eight hours (2080 of work, during which period he/she may be discharged without further recourse, provided, however, that the Employer may not discharge or discipline for the purpose of evading this Agreement or discriminating against Association members.

Article 8, Section 2: No employee who has completed his/her probationary period shall be discharged or suspended without following just cause.

AND

"Duration of Probation

For officers required to attend a basic police academy for law enforcement certification, the total probationary period extends for twelve (12) months for full-time employees and twenty-four (24) months for part-time employees.

For officers not required to attend a basic academy the total probationary period will extend for twelve (12) months for full-time employees and eighteen (18) months for part-time employees."

Article 5, Section 4: A new full-time employee shall work under the provisions of this Agreement but shall be employed as a probationary employee for the first two-thousand eight (2080) hours of work, during which period he/she may be discharged without further recourse, provided, however, that the Employer may not discharge or discipline for the purpose of evading this Agreement or discriminating against Association members.

Article 5, Section 5: A new part-time employee, hired after January 1st, 2022, shall work under the provisions of this Agreement but shall be employed as a probationary employee for the first two-thousand and eight hours (2080) of work, during which period he/she may be discharged without further recourse, provided, however, that the Employer may not discharge or discipline for the purpose of evading this Agreement or discriminating against Association members.

Article 5, Section 7: In the case where an employee is transferred from a Part-time officer to a Full-Time officer that employee's time for the time that employee is to remain on probationary status as defined under Section 4 above shall begin from the date of when that employee was initially hired by the Village and their time spent while a part-time employee shall be deducted from 2080 hours with the remainder of those hours being the length of their probationary time with the Employer.

Please let me know what wording you recommend. Thanks.

Dianne Drew, P&FC Secretary
Village of Kronenwetter
1582 Kronenwetter Drive
Kronenwetter, WI 54455
(715)693-4215

Terry P. McHugh
Chief of Police
Kronenwetter Police Dept.
1582 Kronenwetter Drive
Kronenwetter, WI 54455
Office: 715-693-4215 x117
FBINA Session #265

- 14.1.2. ~~Visual acuity without correction shall not be less than 20/40 in one eye and/or less than 20/100 in the other eye. Visual acuity with correction shall not be less than 20/20 in one eye and/or 20/40 in the other eye.~~
- 14.1.3. ~~Color vision. If the applicant fails initial color screening, he/she will be notified and scheduled for further evaluation.~~
- 14.1.4. ~~Sensory capabilities in hearing and olfactory senses must be acceptable.~~
- 14.2. All medical, hearing, and vision testing pursuant to the police officer selection process conducted under the guidance of the Village of Kronenwetter will be at no cost to the applicant.
- 14.3. The Chief of Police or the Chief of Police's designee will review the medical evaluation and drug screening findings. Candidates passing the medical exam may be subject to final review and follow-up investigation as determined by the Chief of Police.
 - 14.3.1. Candidates not subject to a final review will be notified by the Chief of Police, or the Chief of Police's designee, that they have successfully completed the hiring process and advised of a date of hire.
 - 14.3.2. Candidates that have unacceptable medical exam results will be advised within thirty (30) days by the Chief of Police, or the Chief of Police's designee, that the Village of Kronenwetter has elected to rescind the contingent offer of employment.

15. Final Review & Follow-Up Investigation

A final review may be conducted of each candidate successfully completing the hiring process. Additional information or investigation may be requested under the direction of the Chief of Police.

16. Duration of Police Officer Eligibility List

The candidate eligibility list as depicted in section 12.2 shall remain in effect for twelve months of inception. The Police & Fire Commission may elect to broaden the duration time of an eligibility list with due cause provided the time does not exceed twenty-four months.

17. Employee Probationary Period

17.1. Duration of Probation

- 17.1.1. For officers required to attend a basic police academy for law enforcement certification, the total probationary period extends for twelve (12) months for full-time employees and twenty-four (24) months for part-time employees.
- 17.1.2. For officers not required to attend a basic academy the total probationary period will extend for twelve (12) months for full-time employees and eighteen (18) months for part-time employees.

17.2. Intent of Probationary Period

17.2.1. The probationary period is the last phase of the selection process and is a working test period for the employee to demonstrate that he/she is able to successfully perform the essential functions of the police officer position. Consequently, persons appointed from the eligibility list must successfully complete the field training program and their probationary period in order for them to be considered both permanent and selected.

17.2.2. An employee may be released during the probationary period without notice or reason and without rights of appeal.

17.2.3. If the service of the probationary employee has been satisfactory, then the Police & Fire Commission ~~Chief~~ will file a statement to that effect and the selection process shall be considered complete.

18. Lateral Entry

Selection criteria for lateral entry will generally be identical to that for candidates without law enforcement experience. The Police & Fire Commission may elect to modify applicant eligibility and/or waive specific selection steps (i.e. written examination) for due cause and/or possible consideration. Lateral entry applicants will be required to participate in oral interviews and background investigations. Generally, lateral entry applicants will be required to partake in all pre-conditional offers of employment examinations.

19. Maintenance of Records for Selection Process

19.1. For those candidates hired by the Police Department, all records regarding their selection will be retained by the Police & Fire Commission or the Commission's designee.

19.2. For those candidates not hired, all records regarding their involvement in the selection process will be retained by the Police & Fire Commission or its designee for at least two years from the recruitment application deadline date.

20. Re-Applying for Police Officer Position

20.1. Candidates who are disqualified because of unfavorable findings during the background investigation, uncorrectable medical problems that preclude performance of job duties of the position applied for, serious drug abuse, or undesirable psychological evaluation will not be allowed to reapply for the position of Village ~~Village~~ Kronenwetter police officer.

20.2. ~~Candidates who are disqualified for reasons other than those identified in the previous paragraph may reapply without conditions.~~