

MINUTES

OF

The Monona Police and Fire Commission

February 10, 2020

City Hall

5211 Schluter Road

PRESENT: Commissioners Steve Brezinski, Ann Tieman, Tom Stolper, Jeff Simmons and Joe Fontaine. In addition, City Administrator Bryan Gadow, Fire Chief Scott Sullivan, Asst. Fire Chief Dan Eklof, Admin services director, Leah Kimmel were also present.

The meeting was called to order by Chairman Brezinski at 5:58pm. The results of the roll call are as above.

Approval of Minutes: Motion to approve both open and closed session minutes of September 11, 2019 meeting made by Fontaine, 2nd by Brezinski, approved by unanimous vote of Brezinski, Fontaine, and Stolper. The other two Commissioners were not present for the September 11, 2019 meeting.

Appearances: Brian Zwettler (City of Monona Firefighter) requested that the full time firefighters have representation in the process of hiring the new Fire Chief.

Unfinished Business: None

New Business: City Administrator Gadow handed out a staff prepared proposed recruitment process which the Commission discussed. The application deadline was changed to March 9, 2020. Under subgroup category (#5) it was agreed the subgroup would schedule initial subgroup interviews the week of March 9-13, 2020, that any member of the PFC would be allowed to participate if they wished, and that the subgroup would include one member of full time firefighter staff to be named by them and one member from the volunteers to be named by them. Final formal interviews with the PFC would be planned for April 6-10, 2020. Second interviews with the PFC, if needed, would be scheduled as to be determined. On motion of Fontaine 2nd by Simmons, the process and timelines were approved unanimously.

Commissioner Simmons asked for some suggestions as to questions which could be used in the interview process. Fire Chief Sullivan said he would provide same.

The draft job description was discussed next. Commissioner Stolper asked that the second sentence of the position description be re worded to say "The Fire Chief performs emergency duties, including assuming command of emergency incidents as necessary." Additionally under duties and responsibilities, Commissioner Stolper asked for an additional item "Develops and maintains an effective

recruiting, training, and response program for volunteer (POC) members.” Upon motion by Stolper, 2nd by Brezinski, the position description with the noted changes was approved unanimously.

Next the Commission discussed the draft job posting. A few changes were requested. In the first line great was changed to greater, in the second to last paragraph the word one was changed to any of these, and the date for accepting applications was set as March 9, 2020. Motion by Brezinski 2nd by Simmons to approve. Motion passed unanimously.

Stolper moved to appoint Dan Eklof as acting/interim Fire Chief effective March 10, 2020 continuing until the new Chief has assumed the position. 2nd by Brezinski, motion carried unanimously.

Miscellaneous Business: None

Closed Session: None

Reconvene in open session: None

Motion by Simmons, 2nd by Fontaine to adjourn, passed unanimously at 6:52pm.

Note: the next meeting of the PFC will begin at 10am on April 6, 2020