

# CITY OF ONALASKA MEETING NOTICE

**COMMITTEE/BOARD:** Police & Fire Commission  
**DATE OF MEETING:** March 20, 2018 (Tuesday)  
**PLACE OF MEETING:** City Hall – 415 Main Street – (Room 112)  
**TIME OF MEETING:** 5:30 p.m.

## PURPOSE OF MEETING

1. Call to Order and Roll Call.
  2. Approval of minutes from the previous meeting.
- Consideration and possible action on the following items:

3. Discussion and possible action on creating a Safety Director position.
4. Review and consideration of changes to job descriptions for:
  - a. Police Chief
  - b. Fire Chief
5. **Closed Session:**

To consider a motion to convene in Closed Session under Section 19.85(1)(c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility:

  - Review of Fire Chief Interview Questions
  - Review of Police Chief Interview Questions

If any action is required in Open Session, the Commission will reconvene in Open Session to take the necessary action and/or continue with the printed agenda.

### Adjournment

PLEASE TAKE FURTHER NOTICE that members of the Common Council of the City of Onalaska who do not serve on the commission may attend this meeting to gather information about a subject over which they have decision making responsibility. Therefore, further notice is hereby given that the above meeting may constitute a meeting of the Common Council and is hereby noticed as such, even though it is not contemplated that the Common Council will take any formal action at this meeting.

#### NOTICES MAILED TO:

Mayor Joe Chilsen  
Ald. Ron Gjertsen  
Ald. Jerry Every  
Ald. Bob Muth  
Ald. Jim Olson  
Ald. Jim Binash  
Ald. Harvey Bertrand  
City Attorney Dept Heads  
La Crosse Tribune  
Coulee Courier  
WIZM WKTY WLXR WKBH  
WLSU WKBT WXOW  
\*Committee Members

\*Lori Olson  
\*Tom Brewer – Vice President  
\*John Every  
\*Mark Dahlke –President  
\*Tom Kennedy - Secretary  
City Administrator Eric Rindfleisch  
Fire Chief Don Dominick  
Assistant Police Chief Troy Miller  
Onalaska Omni Center  
Onalaska Public Library

Date Notices Mailed & Posted: 3-19-18

## Chilsen, Joe

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**From:** Terri Lewis <tlewis@ashwaubenon.com>  
**Sent:** Friday, March 16, 2018 12:12 PM  
**To:** Chilsen, Joe  
**Subject:** job description -  
**Attachments:** 20180316121607334.pdf

Joe,  
Attached is the job description that we have for our Director of Public Safety. You should be receiving a call from our Village Manager regarding this.

Any questions please let me know.

Thank you

Terri Lewis  
Confidential Executive Secretary  
920-492-2301

# Ashwaubenon Public Safety Department

## Job Description

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### **I. Identification:**

**Title:**                   **DIRECTOR OF PUBLIC SAFETY**

**Reports To:**           Village President / Director of Administrative Services

### **II. General Purpose:**

Supervises the Administrative and Operational functions of the consolidated police, fire, emergency medical, services through goal and objective setting, programming, promulgation and administration of policies and procedures, providing liaison between the Department and other village departments, outside agencies, enterprises, and individuals.

### **III. Budgetary Responsibilities:**

Responsible for the submission of the Department's proposed capital and operating annual budget and the administration of the Department's approved budget. Submits requests for budget amendments for council consideration as needed.

### **IV. Supervision Exercised:**

All department employees and directly supervises Commanders, other staff members both sworn, non-sworn and part-time.

### **V. Essential Duties and Responsibilities:**

- A. The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
- B. Promulgates and enforces departmental policies, rules, regulations and procedures, and employee related functions.
- C. Participates in the selection, promotion, evaluation, scheduling, and discipline of the sworn and non-sworn employees.
- D. Attends Village Board and Committee meetings in addition to voluntary committees as assigned.
- E. Participates and recommends changes during Labor Agreement Negotiations. Administer and carry out Public Safety operations in accordance with provisions of the Public Safety Labor Agreement.

- F. Responds to major incidents, accidents, and emergency situations.
- G. Conducts staff meetings.
- H. Represents the department at various professional and community group meetings.
- I. Responsible for safety programs for all Public Safety employees. Ensures that employees follow accepted safety procedures and attend safety training seminars.
- J. Receives citizen complaints regarding employee conduct and departmental procedures, assigning the investigation to the proper supervisor or outside agency.
- K. Established the public relations function of the department as they pertain to public awareness, citizen inquiries, inter-agency cooperation and effectiveness.
- L. Provides for the planning, organizing, and development of department services.
- M. Provides for the planning, organization, and development of all crime and fire prevention, investigation and inspection activities.
- N. Maintains liaison with other police, fire and emergency medical agencies and departments.
- O. Submits proposed annual departmental budget and administers adopted budget. Submits proposed budget amendments as circumstances warrant.
- P. Provides performance and other operational reports to the Village Administrator, Village President, Village Board, and Police and Fire Commission.
- Q. Cooperates and works with department heads on related matters.
- R. Stays current with all court rulings and changes in law that affect the law enforcement, fire and emergency medical services of the department.
- S. Approves the structure, recruiting, selection and promotional decisions of the organization.
- T. Ability to effectively communicate with employees, citizens, and other law enforcement, fire and emergency medical agencies in order to discuss requests for service or provide information regarding possible criminal activities, fire, or emergency medical functions and responsibilities. Will work with other departments and agencies in exchanging information or requesting assistance.

**VI. Required Qualifications:**

Necessary Knowledge, Skills and Abilities

Ability to read and review such items as professional journals and publications, legislative data, and interpret ordinances, state laws, reports and updates regarding criminal activity. Ability to write and complete a variety of written reports and memos. Skill in the operation of various fire and emergency medical apparatus, use of firearms, and basic office equipment such as communications and dispatch systems, as well as computers.

#### Minimum Education, Experience, and Certification

- (A) United States citizen;
- (B) Bachelors degree in Criminal Justice, Fire Science, Public Administration, or related field;
- (C) Wisconsin Certification as Police Officer;
- (D) Certified Fire Fighter;
- (E) Eight (8) years progressively responsible work in the emergency fields at a supervisory level
- (F) Knowledge of principles, practices, and methods of criminal law, police, fire, emergency medical, animal control, and emergency preparedness service administration; and
- (G) Valid Wisconsin vehicle operator license.

#### **VII. Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, use hands to finger, handle or feel objects, tools or controls; reach with hands and arms, climb or balance; stoop, kneel, crouch or crawl; and taste or smell.

The employee must frequently lift and/or move up to 40 pounds and occasionally lift and/or move up to 150 pounds. Specific vision abilities required by this job include close vision, distance vision, normal color vision, peripheral vision, depth perception and the ability to adjust focus. Normal hearing in each ear.

Sufficient physical strength and stamina to bend, run, lift equipment and hoses and crawl. Must be able to restrain suspects.

#### **VIII. Work Environment:**

The environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Employee exposed to possible dangerous criminals on a daily basis. Employee must work in seasonal temperatures and may be exposed to potentially hazardous

chemicals and fumes, potential electrical hazards, and communicable diseases while performing public safety activities.

The noise level in the usual work environment is usually moderate.

**Date: September, 2005**

## Chilsen, Joe

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**From:** Burg, Mary <MBurg@menomonee-falls.org>  
**Sent:** Friday, March 16, 2018 12:10 PM  
**To:** Chilsen, Joe  
**Subject:** Director of Protective Services  
**Attachments:** FW: Request for Director of Protective Services job description

Hello Mayor Chilsen-

Per your request I have attached the ordinance that was developed for the Director of Protective Services. We don't have a "regular" job description but this gives you all the information you should need. The pay range is from \$99,028.80 to \$129,500.80

If you have any further questions regarding this matter, please feel free to contact me.

Have a good rest of your day and great weekend.

Thanks

**Mary Burg**

HR Coordinator/Village of Menomonee Falls  
W156 N8480 Pilgrim Rd  
Phone- (262) 532-4245  
Fax – (262) 532-4249  
[mburg@menomonee-falls.org](mailto:mburg@menomonee-falls.org)

**Chilsen, Joe**

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**From:** Burg, Mary <MBurg@menomonee-falls.org>  
**Sent:** Friday, March 16, 2018 12:09 PM  
**To:** Burg, Mary  
**Subject:** FW: Request for Director of Protective Services job description

**ARTICLE II. PROTECTIVE SERVICES DEPARTMENT**

Sec. 72-21. Department created.

Sec. 72-22. Organization of the department of protective services.

Sec. 72-23. Director of protective services.

**Sec. 72-21. Department created.**

The Department of **Protective Services** for the Village of Menomonee Falls is hereby created pursuant to Wis. Stats. § 61.66(1)(a).

**Sec. 72-22. Organization of the department of protective services.**

(a)

The department of **protective services** shall consist of a police **services** division, to be known as the village police department, and which is organized under chapter 54 of the Municipal Code; a fire **services** division, to be known as the village fire department, and which is organized under chapter 46 of the Municipal Code; and such other divisions as determined by the village manager under section 2-87

(b)

It shall be the duty of the department of **protective services** to oversee the Police Department and Fire Department of the Village of Menomonee Falls; and of and such other divisions as the village manager may from time to time determine under section 2-87

(c)

The department shall have the power to perform any duty currently assigned to the fire department or police department by the Municipal Code that is not required by the Wisconsin Statutes to be exclusively performed by the chief of police or fire chief; and to assign such duties to other divisions as may be created from time to time by the village manager under section 2-87

*(Ord. No. 529-O-12. § 1, 2-20-12)*

**Sec. 72-23. Director of protective services.**

(a)

*Appointment.*

(1)

The appointment of the director of the department of **protective services** shall be by the board of the police and fire commissioners pursuant to this section.

(2)

The village manager shall submit a recommendation to the board of police and fire commissioners. The board of police and fire commissioners may appoint the recommended person or decline to appoint the recommended person. If the board of police and fire commissioners declines to appoint the recommended person, it shall notify the village manager and the village manager shall make another recommendation.

(3)

Director may also hold fire chief or chief of police position. The director of **protective services** may hold the title of chief of police or fire chief at the same time that person also holds the position of director of **protective services**, provided the individual is otherwise qualified, but the director of **protective services** may not be both chief of police and fire chief at the same time.

(4)

Director may also hold an assistant village manager position. If so appointed by the village manager under section 2-88, the director of **protective services** may hold a position as an assistant village manager at the same time that person also holds the position of director of **protective services**.

(b)

*Duties and responsibilities.* The director of **protective services** shall have the following duties and responsibilities:

(1)

The director of **protective services** shall organize, supervise, direct, and manage the department of **protective services** and its constituent divisions.

(2)

The director of **protective services** shall supervise and direct the activities and operations of the chief of police and fire chief.

(3)

The director of **protective services** shall prescribe rules and regulations as are necessary to accomplish the good government of the department of **protective services**, the police department, the fire department and such other divisions of the department of **protective services** as may be created from time to time.

(4)

The director of **protective services** may also take such disciplinary action against subordinates in any of the divisions of the department of **protective services** as the director shall deem necessary. If the subordinate is subject to the jurisdiction of the board of police and fire commissioners, the director is also authorized to file charges against such subordinates with the board of police and fire commissioners in such cases as the director deems appropriate.

(5)

If the director of **protective services** is also the appointed chief of police or fire chief as authorized by subsection 72-3(a)(3) above, the director may take any action or perform any duty currently assigned to that position under the Municipal Code and the Wisconsin Statutes.

(6)

Absence of director of **protective services**. Whenever the director of **protective services** shall be out of the village, or unable to act on account of sickness or any other reason, the director of **protective services** shall designate in writing a member of the **protective services** department who shall have and exercise all the powers and duties of the director of **protective services**.

(7)

The director of the department of **protective services** shall also have such other duties, authority and responsibilities as may be assigned from time to time by the village manager.

(c)

*Limitation on authority.* The director of **protective services**, serving as such, shall have no authority to take any action exclusively delegated by the Wisconsin Statutes either to the position of chief of police or to the position of fire chief or reassign any such duties to the position of director of **protective services**.

(Ord. No. 529-O-12, § 1, 2-20-12)

**Chilsen, Joe**

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**From:** Dee Dee Morateck <deputyclerk@villageofpalmyra.com>  
**Sent:** Monday, March 19, 2018 10:37 AM  
**To:** Chilsen, Joe  
**Subject:** Palmyra Public Safety  
**Attachments:** Public Safety Officer JobDescriptionFinal020617.docx

There are many rates for the public safety officers for further information contact James Small who is the Public Safety Director at 262-443-2236.

Dee Dee Morateck  
Deputy Clerk/Treasurer

Approved 2-6-17 by V. Board

Village of Palmyra  
PUBLIC SAFETY DEPARTMENT  
Position Description

PUBLIC SAFETY OFFICER  
Police, Fire and Emergency Medical Services Divisions

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**I. Identification**

**PUBLIC SAFETY OFFICER**  
(Certified as Police Officer, Firefighter, and EMT)

Works under general supervision of assigned supervisor(s) as established in chain of command within Police Division Policy and Fire Rescue SOG

**II. Position Summary:**

Upon completion of certification as Law Enforcement Officer, Firefighter, and Emergency Medical Technician, a Public Safety Officer will perform police patrol and law enforcement duties including but not limited to investigation of criminal and civil ordinance violations, enforcement of traffic laws, and related law enforcement activities. The officer protects life and property by performing firefighting, emergency medical aid, rescue, and fire prevention duties. A full time officer in this position may work extended work shifts exceeding 24 consecutive hours with workplace assignment that may involve active patrol duty and time spent in quarters awaiting calls for service. Part time positions will be assigned work shifts in a case by case basis. Officers assigned in this role will not work police patrol for a period greater than eight hours in a 24 hour period as described in Wisconsin statute 62.13 (2e).

**III. Duties and Responsibilities**

- A. Performs law enforcement duties including patrols of streets, parks, commercial and residential areas to maintain peace and enforce laws and ordinances, traffic control and enforcement, investigation and detection of criminal and civil ordinance violations.
- B. Performs firefighting related activities including, driving of fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment and extinguishment tasks. Uses judgment in deciding course of action and handle difficult and emergency situations without assistance when necessary.

- C. Performs emergency medical activities including administering first aid, basic life support, and providing assistance to other emergency medical providers as needed.
- D. Maintains availability by radio, telephones, or computer to respond to calls and for consultation on emergencies and other assigned incidents.
- E. Carries out duties in conformance with federal, state, and local laws and ordinances. Follows department policies, procedures, rules and regulations.
- F. Interrogates suspects and interviews witnesses and other members of the public, and takes measurements and draws diagrams of scenes. Obtains and preserves evidence and found property in accordance with Department policy.
- G. Summons ambulances and other law enforcement personnel for assistance
- H. Conducts follow up investigations of crimes committed during assigned shift. Seeks out and questions victims, witnesses, and suspects. Develops leads and tips. Searches scene of crime for clues. analyzes and evaluates evidence and arrests offenders.
- I. Prepares cases for giving testimony and testifies in court proceedings.
- J. Prepares a variety of reports and records including officer's reports of investigation, field interrogation reports, alcohol influence reports, vehicle impoundment forms, traffic hazard reports, citations, etc.
- K. Undertakes community oriented police work and assists citizens with various issues that affect their safety and quality of life.
- L. Presents programs to the community on safety, crime, medical, and fire prevention topics.
- M. Coordinates activities with other officers or other Village Departments as needed, exchanges information with Officers in other law enforcement agencies and obtains advice from Village Attorney, Court Clerk, and the District Attorney's Office, regarding cases, policies and procedures, as needed and assigned. Maintains contact with supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about departmental activities. May assist in coordinating and instructing the work of paid-on-call Firefighters, EMT's, recruits, or other part time department personnel as assigned.

- N. Participates in training drills, attends classes in law enforcement, firefighting, emergency medical, and related subjects. May serve as a member of various departmental committees or special assignments.
- O. Maintain Police, Rescue, and Fire equipment, apparatus, and facilities. Performs minor repairs to departmental equipment.
- P. Performs general maintenance work and up-keep of departmental facilities and equipment. Cleans and makes minor repairs, washes, hangs and dries hose and washes, cleans, polishes, maintains, and tests police, fire, and medical equipment.

**IV. Minimum Education and Experience:**

- A. High School Diploma or equivalent
- B. Two year associate degree in law enforcement, firefighting, or related degree or minimum of 60 college credits. Other degrees will be considered with related law enforcement, rescue, or firefighting experience.
- C. Certifiable by Wisconsin Law Enforcement Standards Board as a Law Enforcement Officer
- D. Certified by the State of Wisconsin as an Emergency Medical Technician
- E. Certified by the State of Wisconsin as a Firefighter I
- F. Must be 21 years old at time of appointment
- G. Must possess valid driver's license
- H. Must be able to lawfully carry a firearm
- I. U.S. Citizen
- J. Must be able to read and write the English language
- K. Must be of good moral character and of temperate and industrious habits

**V. Knowledge, Skills, and Abilities:**

- A. Knowledge of public safety principles, procedures, techniques, and equipment.
- B. Able to communicate effectively orally and in writing. Able to exercise sound judgment in evaluating situations and make quick decisions under highly stressful and emergency situations while maintaining a calm and stable demeanor.

- C. Proficient knowledge of driver safety and proficient in first aid, CPR, and Emergency Medical Services techniques.
- D. Proficient knowledge of operation of fire suppression and other emergency equipment.

**VI. Tools and Equipment Used:**

- A. Able to operate a police car, ambulance, and fire apparatus. Ability to use police/fire radio, pager, radar gun, handgun, electronic control device, long gun, handcuffs, and other weapons as required. Able to operate fire apparatuses, fire pumps, hoses, ladders, and other standard firefighting equipment, and emergency medical equipment, including AED. Ability to proficiently utilize computers and various software programs.

**VII. Physical Requirements**

- A. Requires frequent running, jumping, and lifting.
- B. Ability to carry and lift 100 pounds or more
- C. ability to reach, stoop, and lift
- D. Ability to pass medical examination meeting NFPA standards
- E. Able to work in outside weather conditions, near moving mechanical parts, in high, precarious places, and conditions with fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.
- F. Requires frequent standing, walking, use of hands to touch, handle, or operate objects, tools, or controls and reach with hands and arms. Requires occasional sitting, climbing, balancing, stooping, kneeling, crouching, crawling, talking, listening, tasting, and smelling.
- G. Specific vision ability with or without corrective lenses required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- H. May be exposed to excessive to moderate noise, particularly during certain firefighting or EMS activities.

**REVISION HISTORY**

**02/06/2017      Creation of Job Description by Village Board approval**