



Police & Fire Commission Agenda

Tuesday, December 19, 2023 @ 5:30 PM

415 Main Street, Onalaska WI 54650

Meeting in person in Room 112 & Remotely on Zoom

Members of the public wishing to attend remotely and provide public input:

Meeting Link: <https://us06web.zoom.us/j/89238585002?pwd=Yf7Dj60M7sHbtYtXPzPzYLtdAuK2g6.1>

Phone Number: 1-312-626-6799 Meeting ID: 892 3858 5002 Password: 54650

1. Call to Order and roll call.
2. Consideration and action on minutes from the previous meeting (11/06/2023).
3. Public Input (limited to 3 minutes per individual).

Consideration and possible action on the following items:

4. Staffing updates – Fire Department.
5. Staffing updates – Police Department.
6. Police Officer job description update.

7. 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:

- Fire Lieutenant and Police Officer Interviews.

If any action is required in Open Session, as the result of the Closed Session, the Police & Fire Commission will reconvene in Open Session to take the necessary action and/or continue on with the printed agenda.

8. Approval of eligibility lists.
9. Adjournment.

Notice is hereby given that members of and possibly a quorum of the Common Council of the City of Onalaska who do not serve on the Commission and members of and possibly a quorum of members of other governmental bodies may attend this meeting to gather information about a subject over which they have decision making responsibility. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

Notices also provided to: Police & Fire Commission (**Mark Dahlke - President, Lori Olson – Vice President, Jim Binash – Secretary**, Patty Fitzpatrick, Jim Wickizer), Common Council (Ald. Leanne Stokes, Ald. Shawn McAlister, Ald. Dan Stevens, Ald. Diane Wulf, Ald. Steven Nott, Ald. Larry Jiracek), Mayor Kim Smith, City Administrator Rick Niemeier, City Attorney Amanda Jackson, Department Heads, Media

In compliance with the Americans with Disabilities Act of 1990, the City of Onalaska will provide reasonable accommodations to qualified individuals with a disability to ensure equal access to public meetings provided notification is given to the City Clerk within seventy-two (72) hours prior to the public meeting and that the requested accommodation does not create an undue hardship for the City.

Police & Fire Commission

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1 The Meeting of the Police & Fire Commission was called to order at 5:30 p.m. on Tuesday,
2 December 19, 2023. It was noted that the meeting had been announced and a notice posted at
3 City Hall.

4
5 Roll call was taken with the following members present: Mark Dahlke, Lori Olson, Patty
6 Fitzpatrick, Jim Wickizer.

7
8 Also Present: City Administrator Rick Niemeier, Mayor Kim Smith, Human Resource Director
9 Amy Frandsen, Police Chief Charles Ashbeck, Fire Chief Peter Fletty, Assistant Fire Chief
10 Jeremy Southworth, Ald. Diane Wulf, Ald. Leanne Stokes.

11
12 Excused Absence: Jim Binash.

13
14 (Note: an attempt to utilize the recording device in Room 112 was unsuccessful).

15
16 **Item 2 – Consideration and action on minutes from the previous meeting (November 6,**
17 **2023)**

18
19 Motion by Lori, second by Jim, to approve the minutes from the previous meeting as printed and
20 on file in the City Clerk's Office.

21
22 On voice vote, motion carried.

23
24 **Item 3 – Public Input (limited to 3 minutes/individual)**

25
26 Mark called three times for anyone wishing to provide public input and closed that portion of the
27 meeting.

28
29 **Consideration and possible action on the following items:**

30
31 **Item 4 – Staffing updates – Fire Department**

32
33 Fire Chief Fletty discussed the status of the current full-time and part-time Firefighter eligibility
34 list, and he told commission members there is a need to start a new recruitment process.

35
36 **Item 5 – Staffing updates – Police Department**

37
38 Police Chief Ashbeck informed commission members of both recent and upcoming retirements
39 within the Police Department, which currently is fully staffed. Police Chief Ashbeck also
40 informed commission members that the department is proceeding with three candidates from the
41 eligibility list due to upcoming retirements in January. All three candidates must attend the Law

Reviewed 12/21/2023 by Amy Frandsen

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42 Enforcement Academy, which begins February 5.

43

44 Police Chief Ashbeck said the remaining candidates on the eligibility list consist of one
45 individual who has since withdrawn after receiving an offer from another agency, and one
46 individual who is currently unavailable due to returning to school. There is a need to add to the
47 existing eligibility list due to anticipated retirements in 2024, and thus the city seeks additional
48 Police Officer candidates. The commission had hoped to interview another candidate this
49 evening; however, that individual has since withdrawn from the process.

50

51 **Item 6 – Police Officer job description update**

52

53 Each commission member received a copy of the draft Police Officer job description, with one
54 suggested change to the requirement of 60 college credits. Police Chief Ashbeck told
55 commission members he had recently learned that if candidates need to attend the Law
56 Enforcement Academy and have earned at least 40 college credits, they may receive up to 20
57 college credits by successfully completing the Law Enforcement Academy, submitting a waiver,
58 and being approved by the Law Enforcement Standards Board. This will allow the city to reach
59 more potential candidates for the position of Police Officer.

60

61 Amy told commission members that while she needs to work with Police Chief Ashbeck on
62 finalizing the language, she is seeking approval from the commission this evening to update the
63 job description based on this concept.

64

65 Motion by Lori, second by Patty, to proceed with the Police Officer job description update with
66 the concept of the 40/20 split.

67

68 On voice vote, motion carried.

69

70 **Item 7 – Closed Session**

71

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

76

- 77 • Fire Lieutenant Interview

78

79 If any action is required in Open Session, as the result of the Closed Session, the Police & Fire
80 Commission will reconvene in Open Session to take the necessary action and/or continue on with
81 the printed agenda.

82

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83 Motion by Lori, second by Patty, to convene in Closed Session.

84

85 On roll call vote: Mark Dahlke – aye, Lori Olson – aye, Patty Fitzpatrick – aye, Jim Wickizer –
86 aye. In Closed Session at 5:55 p.m.

87

88 Motion by Lori, second by Patty, to reconvene in Open Session.

89

90 On roll call vote: Mark Dahlke – aye, Lori Olson – aye, Patty Fitzpatrick – aye, Jim Wickizer –
91 aye. In Open Session at 6:45 p.m.

92

Item 8 – Approval of eligibility lists

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95 Motion by Lori, second by Patty, to move Jarod Benson forward in the hiring process for the
96 position of Fire Lieutenant.

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98 On voice vote, motion carried.

99

Adjournment

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102 Motion by Lori, second by Jim, to adjourn at 6:47 p.m.

103

104 On voice vote, motion carried.

105

106

107 Recorded by:

108

109 Kirk Bey (Courtesy of notes supplied by Human Resource Director Amy Frandsen)