



City of Onalaska Meeting Notice

COMMITTEE/BOARD: Police & Fire Commission
DATE OF MEETING: December 9, 2019 (Monday)
PLACE OF MEETING: City Hall – 415 Main Street (Room 112)
TIME OF MEETING: 4:30 P.M.

PURPOSE OF MEETING

1. Call to Order and roll call
2. Approval of minutes from previous meeting
3. Public input: (limited to 3 minutes / individual)

Consideration And Possible Action On The Following Items:

4. Review and consideration of Onalaska Police and Fire Commission Hiring Procedures.

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 Firefighter/EMT Full-Time and Part-Time Interview Questions
- Review of Police Officer Interview Questions
- Review of Lieutenant 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.

6. 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
 Vacant
 Ald. Dan Stevens
 Ald. Diane Wulf
 Ald. Jim Olson
 Ald. Tom Smith
 Ald. Kim Smith
 City Attorney Dept Heads
 La Crosse Tribune
 Coulee Courier
 WIZM WKTY WLXR WKBH
 WLSU WKBT WXOW

*Lori Olson – Vice President
 *Fran Finco
 *Patty Fitzpatrick
 *Mark Dahlke –President
 *Jim Binash - Secretary
 City Administrator Eric Rindfleisch
 Fire Chief Billy Hayes
 Police Chief Charles Ashbeck
 Omni Center
 Onalaska Public Library

*Committee Members

Date Notices Mailed and Posted: 12-6-19

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.

Onalaska Police & Fire Commission Hiring Procedures

Chief's Responsibilities

1. Notify Police and Fire Commission (PFC) and Human Resources of a vacancy.
2. Request permission to hire from Finance & Personnel Committee (F&P).
3. Determine if job description needs to be reviewed with Human Resources.
4. Work with Assistant Chief and HR to set up a professional panel for professional panel interviews.

Finance & Personnel Committee Responsibilities

1. Approval of position description, salary, hiring timeline, and hiring process.
2. Recommend approval to fill vacancy to Council.

Common Council Responsibilities

1. Final approval of position description, salary, hiring timeline, and hiring process.
2. Final approval to fill vacancy.
3. Letter or minutes to President of Police & Fire Commission authorizing position.

Police & Fire Commission Responsibilities

1. Determine hiring process including timeline, job posting, application materials, and advertising with assistance from Human Resources.
2. Recommend salary to Finance & Personnel Committee (if requested)
3. Work with Human Resources to set up PFC Interview dates in coordination with Professional panel dates.
4. In coordination with professional panel scores, score interviews and select candidate for hire and/or create eligibility list from scores.
5. Work with Human Resources to ensure notices of contingent offers of employment are sent out according to City of Onalaska policies and procedures.

Human Resources Responsibilities

1. Receive request from Chief to fill vacancy.
2. Review possible job description changes to position description with department head.
3. Place vacancy and changes to job descriptions (other than Chief's) on F&P agenda for approval.
4. Work with PFC and Chief's to set up dates for a meeting to review timeline and possible changes to interview questions.
5. Place possible job description changes for Chief's on PFC agenda, once approved by PFC then can put on F&P for Chief job description changes.
6. Once job descriptions and postings information from F&P and PFC have all been approved then set up posting on online application software.

7. Through online application system Human Resources reviews applicants to determine if they meet minimum standards. Those applicants meeting minimum standards are forwarded to PFC members (for Chiefs) for review and to professional panel group (other than Chief's) for review.
 - a. Notify applicants through online application system to set up an interview.
 - b. Notify applicants not selected for an interview using appropriate legal templates.
 - c. Input interview scores into the system from professional panel interviews. (Professional panel scores account for 40% of the total score.)
 - d. Notify applicants interviewed through professional panel of their status of moving on to the PFC for a second interview or if they are not moving on to a second interview.
 - e. Send notice to applicants to set up PFC interview time.
 - f. Input interview scores into the system from the PFC interviews. (PFC Scores account for 60% of the total score.)
 - g. Contact the candidate approved for hire regarding a contingent offer of employment according to legal requirements.
 - i. Work with Chief and candidate to get information for the background investigation.
 - ii. Notify candidate if they have passed or failed background and next steps.
 - iii. If passed, contact candidate to schedule psychological.
 - iv. Notify candidate if they have passed or failed the psychological and next steps.
 - v. If passed, contact candidate to schedule physical and physical agility.
 - vi. Notify candidate if they passed or failed the physical and physical agility and next steps.
 - vii. If passed, notify candidate of offer of employment and start date.

Onalaska Police & Fire Commission Hiring Procedures

Chief's Responsibilities

1. Notify Police and Fire Commission (PFC) and Human Resources (HR) of a vacancy.
2. Request permission to hire from Finance & Personnel Committee (F&P).
3. Determine if job description needs to be reviewed with Human Resources HR.
- 3.4. Through online application system Chief and Assistant Chief review applicants to determine if they meet minimum standards and narrow the list down with HR for professional panel.
- 4.5. Work with Assistant Chief and HR to set up a professional panel for professional panel interviews.

Finance & Personnel Committee Responsibilities

1. Approval of position description, salary, hiring timeline, and hiring process.
2. Recommend approval to fill vacancy to Council.

Common Council Responsibilities

1. Final approval of position description, salary, hiring timeline, and hiring process.
2. Final approval to fill vacancy.
3. Letter or minutes to President of Police & Fire Commission authorizing position.

Police & Fire Commission Responsibilities

1. Determine hiring process including timeline, job posting, application materials, and advertising with assistance from Human Resources for Chiefs.
2. Recommend salary to Finance & Personnel Committee (if requested)
3. Work with Human Resources to set up PFC Interview dates in coordination with Professional panel dates.
4. In coordination with professional panel scores, score interviews and select candidate for hire (Chiefs) and/or create eligibility list from scores.
5. Work with Human Resources to ensure notices of contingent offers of employment for Chiefs are sent out according to City of Onalaska policies and procedures.

Human Resources Responsibilities

1. Receive request from Chief to fill vacancy.
2. Review possible job description changes to position description with department head.
3. Place vacancy and changes to job descriptions (other than Chief's) on F&P agenda for approval.
4. Work with PFC and Chief's to set up dates for a meeting to review timeline and possible changes to interview questions.
5. Place possible job description changes for Chief's on PFC agenda, once approved by PFC then can put on F&P for Chief job description changes.

6. Once job descriptions and postings information from F&P and PFC have all been approved then set up posting on online application software.
7. Through online application system Human Resources reviews applicants to determine if they meet minimum standards and narrows the list down with Chief and Assistant Chief for professional panel. Those applicants meeting ~~minimum~~ standards are forwarded to PFC members (for Chiefs) for review and/or to professional panel group (other than Chief's) for review.
 - a. Notify applicants through online application system to set up a written exam (if required) and physical agility exam prior ~~to setting up~~ interview with professional panel.
 - b. Notify applicants that passed written exam and physical agility to set up an interview through the online application system with the professional panel.
 - ~~b.c.~~ Notify applicants not selected for an interview using appropriate legal templates.
 - ~~e.d.~~ Input interview scores into the system from professional panel interviews.
(Professional panel scores account for 540% of the total score.)
 - ~~d.e.~~ Notify applicants interviewed through professional panel of their status of moving on to the PFC for a second interview or if they are not moving on to a second interview.
 - ~~e.f.~~ Send notice to applicants to set up PFC interview time.
 - ~~g.~~ Input interview scores into the system from the PFC interviews. (PFC Scores account for 650% of the total score.)
 - i. Work with the Chief and candidate to get information for the preliminary background investigation prior to a contingent offer.
 - ~~f.h.~~ Contact the candidate(s) approved for hire ~~the eligibility list~~ regarding a contingent offer of employment according to legal requirements.
 - i. Work with Chief and candidate to get information for the background investigation.
 - ii. Notify candidate if they have passed or failed background and next steps.
 - iii. If passed, contact candidate to schedule psychological.
 - iv. Notify candidate if they have passed or failed the psychological and next steps.
 - v. If passed, contact candidate to schedule physical ~~and physical agility~~.
 - vi. Notify candidate if they passed or failed the physical ~~and physical agility~~ and next steps.
 - vii. If passed, notify candidate of offer of employment and start date.