



CITY OF BURLINGTON

## POLICE – FIRE COMMISSION

300 North Pine Street, Burlington, Wisconsin 53105  
(262) 763-3717



### MINUTES

City of Burlington Police and Fire Commission  
Burlington Fire Station  
165 W. Washington Street  
March 3, 2010

#### **Call to Order and Roll Call:**

The meeting of the Police and Fire Commission was called to order at 6:32 p.m. by Commission Secretary Hotvedt. Commissioners Hotvedt, Kopack-Hill and Busch were present, President Pringle and Commissioner Patla were excused. Police Chief Peter Nimmer and Fire Chief Richard Lodle were also present.

#### **Public Comments:**

None.

#### **Approval of Minutes:**

A Motion was made to table approval of the February 3, 2010 meeting of the Police and Fire Commission by Commissioner Busch, seconded by Kopack-Hill. Motion carries unanimously.

#### **Fire Chief's Report and Business:**

A Motion was made at 6:36 p.m. to adjourn into closed session per Wis. Stats 1985(1)(c) to interview a potential candidate for position of volunteer firefighter by Commissioner Hotvedt, seconded by Commissioner Kopack-Hill. Motion carries unanimously.

A Motion was made by Commissioner Kopack-Hill to reconvene in open session; seconded by Commissioner Hotvedt. Motion carries unanimously.

A Motion was made by Commissioner Busch and seconded by Kopack-Hill to approve the candidate for volunteer membership Scott Koski with all in favor, the motion carries unanimously.

#### **Police Chief's Report and Business:**

- A. Discussion was had with newly welcomed Police Chief Peter Nimmer regarding the procedure for the promotional process for the forthcoming opening for the position of Sergeant. Chief Nimmer also discussed that he will be working with Lieutenant Anderson in selecting the candidate from the eligibility list for the open patrolman position.

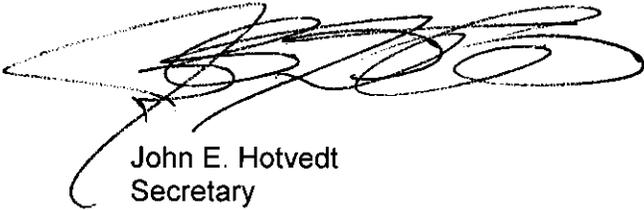
#### **Discussion of new Police and Fire Commission Business, if any:**

Following a discussion led by Chief Lodle, Commissioner Hotvedt moved and Commissioner Kopack-Hill seconded a motion to approve three probationary members of the Fire Department change to permanent status. The motion carries.

Following a discussion by Chief Lodle, Commissioner Busch moved, Commissioner Kopack-Hill seconded a motion to reappoint Dick Peterson as Deputy Fire Chief and Todd Campbell as Safety Officer. Thereafter a discussion was held concerning the resignation of a volunteer firefighter due to family relocation as well as the announcement of the vacancy for one Assistant Fire Chief position. Presentation was made by Chief Lodle as to the position description and the application requirements. Those requirements were presented to the commission and are on file in the public record. Chief Lodle proposed that the date to receive and review applications deadline will be April 1, 2010 with a date for interviews of the candidates set for April 7, 2010. Following said discussion, a motion was made by Commissioner Hotvedt and seconded by Commissioner Kopack-Hill to approve the position description as well as the timeline and process for the establishment of an eligibility list for the position of Assistant Fire Chief pursuant to Section 6 of the Rules & Regulations for the Burlington Police and Fire Commission. The motion carries unanimously.

**Adjournment:**

Motion to adjourn made by Commissioner Busch at 7:21 p.m., seconded by Commissioner Kopack-Hill. Motion carries unanimously.

A large, stylized handwritten signature in black ink, consisting of several overlapping loops and flourishes, positioned above the printed name and title.

John E. Hotvedt  
Secretary