



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 West Washington Street, Burlington, Wisconsin
May 13, 2015

Call to Order:

President Hotvedt called the meeting to order at 4:36 p.m.

Roll Call:

The following Commissioners were in attendance: John Hotvedt, Jeff Erickson, Joseph Busch, Peter Hintz, and William Smitz. Mayor Bob Miller and City Administrator Carina Walters were also in attendance.

Public Comments:

None

Police and Fire Commission Business

A. Motion by Commissioner Erickson to adjourn into closed session per Wis. Stats 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility specifically the pending vacancy of Chief of Police position and procedure for filling the vacancy; motion seconded by Commissioner Smitz; motion carried unanimously at 4:38 p.m.

B. Motion by Commissioner Busch to reconvene in Open Session; motion seconded by Commissioner Erickson; motion carried unanimously at 4:45 p.m.

- The Commission discussed, pursuant to Section 5.02 of Commission rules, the professional, managerial and leadership qualities deemed appropriate for the open position. Those qualities are as described on the Memorandum on file with the Commission titled "Chief of Police Hiring Process" as prepared by Chief Nimmer and Administrator Walters.
- A Motion was made by Commissioner Erickson, pursuant to Section 5.03 of Commission Rules, not to engage the services of an executive search firm or other specialists to aid in the selection process to fill the vacant Chief of Police position; motion was seconded by Commissioner Busch; motion carried unanimously.
- A Motion was made by Commissioner Erickson to open the search for the Chief of Police position, initially to candidates within the Burlington Police Department; motion was seconded by Commissioner Busch; motion carried unanimously.
- A Motion was made by Commissioner Busch, pursuant to Section 2.08 of Commission Rules to waive the requirements of the hiring process set forth under Sections 5.04(b), preparing recruiting materials, and Section 5.04(h), administrative assessment and/or assessment center, respectively, from the Police and Fire Commission rules and regulations associated with the hiring of the position of Chief of Police; motion second by Commissioner Erickson; a roll call vote was taken. Commissioner Hotvedt,

Commissioner Smitz, Commissioner Busch, Commissioner Erickson, and Commissioner Hintz all voted in favor and the motion carried unanimously.

- A memorandum titled “Chief of Police Hiring Process” as prepared by Chief Nimmer and Administrator Walters was presented to and discussed by the Commission. A motion was made by Commissioner Busch and seconded by Commissioner Erickson to approve the Hiring process as described in said memorandum, with the tasks described to be undertaken by the Commission and City Administrator as appropriate; the motion carried unanimously.

Adjourn:

Motion by Commissioner Erickson to adjourn; motion seconded by Commissioner Hintz; motion carried unanimously at 5:26 p.m.

Respectfully submitted,

Commissioner Smitz, Secretary
Commissioner Smitz, Secretary