



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  
March 1, 2016

**1. Call to Order:**

President Hotvedt called the meeting to order at 5:01 p.m.

**2. Roll Call:**

The following Commissioners were present: Jeff Erickson, John Hotvedt, Peter Hintz, Joseph Busch, and William Smitz.

**3. Public Comments:**

None

**4. Minutes of Previous Meeting:**

Motion by Commissioner Smitz to table the approval of the August 4, 2015 minutes; motion seconded by Commissioner Hintz; motion carried unanimously. Motion by Commissioner Erickson to approve the minutes of the February 2, 2016 meeting; motion seconded by Commissioner Hintz; motion carried unanimously.

**5. Fire Chief's Report and Fire Department Business:**

- A. Motion by Commissioner Busch to convene into Closed Session pursuant to Section 19.85(1)(c), WI Statutes for purpose of discussions of personnel issues; motion seconded by Commissioner Smitz; Roll Call Aye: Hotvedt, Smitz, Busch, Erickson, and Hintz. Nay: None. Motion carried 5-0 at 5:15 p.m.
- B. Motion by Commissioner Busch to reconvene in Open Session; motion seconded by Commissioner Smitz; motion carried unanimously at 6:31 p.m.
- C. Motion by Commissioner Hotvedt to approve an eight step hiring process for the position of Fire Chief as stated below.

*1. Submit cover letter and resume, complete and submit written application provided by the City of Burlington, complete and submit Pre-Interview Questionnaire and submit references.*

*2. Application packets will be reviewed by Chief Strasser to determine whether they applicants meet the minimum qualifications.*

*3. The interim Chief, Mayor and City Administrator will review the application packets and further vet the candidates through reference checks and telephone interviews.*

4. *The results and application packets will be presented to the Police and Fire Commission, who will select up to 6 candidates to proceed in the hiring process.*
5. *Those candidates will complete an assessment center. (Discretion has been provided to the Mayor and City Administrator to identify the component parts of the assessment center, including oral interviews with the Mayor and Administrator, as well as department heads).*
6. *Oral Interviews with Police and Fire Commission.*
7. *Open House*
8. *In the Commission's discretion, two or more finalist may be brought back for a final interview with the Police and Fire Commission.*

*Permission was granted to the City Administrator and the City Mayor to modify the timeline as they find reasonably necessary.*

The motion was approved by Commissioner Busch; motion seconded by Commissioner Smitz; motion carried unanimously.

- D. Motion by Commissioner Busch to lower the probationary time for the Fire Department period to one year; motion seconded by Commissioner Hintz; motion carried unanimously.

**6. Police Chief's Report and Police Department Business:**

- A. Motion by Commissioner Smitz to eliminate the existing eligibility list for the position of Police Officer; motion seconded by Commissioner Busch; motion carried unanimously.
- B. Motion by Commissioner Hintz to grant Chief Anderson the flexibility in scheduling dates and selection process for the establishment of an eligibility list for the position of Police Officer; motion seconded by Commissioner Busch; motion carried unanimously.

**7. Adjourn:**

Motion by Commissioner Busch to adjourn; motion seconded by Commissioner Hotvedt; motion carried unanimously at 7:08 p.m.

Respectfully submitted,  
Commissioner Smitz, Secretary