



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 Department  
165 W. Washington Street, Burlington, Wisconsin  
July 2, 2019

**1. Call to Order:**

Commissioner Hintz called the meeting to order at 6:00 p.m.

**2. Roll Call:**

Commissioners in attendance Chris Miller, Peter Hintz, Kevin Morrow, Mark McMullen, Fire Chief Alan Babe and Police Lieutenant Brian Zmudzinski. Commissioner Jeff Erickson was excused.

**3. Public Comments:**

None.

**4. Approval of Minutes**

The minutes from the June 4, 2019 PFC meeting was approved on a motion to approve by Commissioner Miller, seconded by Commissioner Hintz all ayes motion carried at 6:03pm.

**5. Police Chief Business**

Lieutenant Brian Zmudzinski reported that the existing Police Officer Eligibility list should be terminated and that a new one be created as we have hired 3 officers from it, the remaining qualified candidates have accepted positions at other departments and the remaining names on the list have been disqualified from the process. On a motion by Commissioner Morrow and seconded by Commissioner Hintz at 6:05pm all ayes carried the motion to eliminate the existing eligibility.

Lieutenant Zmudzinski discussed a new proposed selection and testing process to create a new eligibility list and on a motion by Commissioner Hintz and seconded by Morrow all ayes carried the motion at 6:15pm to approve the new process and create a new eligibility list.

**6. Fire Chief's Report and Business**

Fire Chief Babe mentioned that he met with Union Representatives of Local 321 and all went well during the meeting. They have another meeting scheduled for July 9, 2019.

On a motion by Commissioner Morrow and seconded by Commissioner McMullen at 6:20pm all ayes carried the motion we convened into closed session pursuant to section 19.85 (1) (c) Wisconsin statutes for conducting employment, promotion, compensation, or performance evaluation data of any public employee over which this governmental body has jurisdiction or exercises responsibility.

On a motion by Commissioner Hintz and seconded by Commissioner Miller we reconvened into open session at 6:53pm

**7. Police and Fire Commission Business**

Attorney Kyle J. Gulya came in to discuss Police and Fire Commission responsibilities and governance training. He talked about what the functions are of the Police and Fire Commission and what they are not. He discussed the discipline process and open records rules. He also warned about walking quorums, negative quorums and rebuttal presumptions. The last thing he discussed is what are the proper subjects for closed Session meetings.

**8. Adjourn**

Motion by Commissioner Erickson to adjourn seconded by Commissioner Morrow, all ayes carried the motion at 7:58p.m.

Respectfully submitted,  
Commissioner Erickson, Secretary