

# City of Burlington Police & Fire Commission

## Meeting Minutes

Burlington Fire Station  
165 West Washington Street  
Burlington, WI 53105

October 5<sup>th</sup>, 2011

### I.) Call to Order

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The meeting was called to order by Chairman Hotvedt at 6:01 PM

### II.) Roll Call

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#### Present:

Jon Schultz, Barb Kopack-Hill, John Hotvedt, Ron Patla, Joe Busch (arrived at 6:30)

### III.) Convene in Closed Session

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#### Motion to convene in closed session pursuant to Section 19.85 (1c), Wis. Stats. at 6:01 PM

- Proposed by Barb Kopack-Hill, seconded by John Hotvedt
- Passed unanimously

### IV.) Reconvene in Open Session

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#### Motion to reconvene in open session at 6:20 PM

- Proposed by Barb Kopack-Hill, seconded by Ron Patla
- Passed Unanimously

#### Motion to approve both candidates for membership as volunteers with the City of Burlington Fire Department

- Proposed by Ron Patla, seconded by Barb Kopack-Hill
- Passed Unanimously

### V.) Public Comments

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None

### VI.) Approval of Past Meeting's Minutes

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None

### VII.) Police and Fire Commission Business

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#### New Business

None

#### Changing Monthly Meeting Time

#### Motion to change the monthly PFC meeting time to 5:30 PM

- Proposed by Joe Busch, seconded by Jon Schultz
- Passed Unanimously

## **VIII.) Fire Chief's Report and Fire Department Business**

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### **Fire Chief's Report**

None

### **Applicants for Volunteer Membership**

Interviewed during closed session and approved immediately following reconvening in open session per section IV.

## **IX.) Police Chief's Report and Police Department Business**

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### **Police Chief's Report**

None

### **Expiration Date of the Current Sergeant Eligibility List**

Chief Nimmer informed us that Sergeant Rendell may be taking on a new position elsewhere. The Commission never set an expiration date on the current Sergeant Eligibility List and there doesn't seem to be a default expiration period. The patrol office eligibility list is 12 months, but the probationary period is 18 months. The current Sergeant Eligibility List is 1 year and 1 month old, approved in September of 2010.

Section 7 only references the 18 month probationary period, and mentions nothing about the expiration of the eligibility list. Chief Nimmer is simply seeking clarification of the expiration period, since it is not defined.

Commissioner Kopack-Hill said when we reviewed and updated the guidelines, we decided to change the probationary time period from 12 months to 18 months.

Commissioner Patla suggested we set a specific period of time, but allow the option to extend or abolish the list after that time has expired. He prefers a 12 month period, but would be OK with 18 months.

Commissioner Busch suggested that either option (12 or 18) could offend someone. If you're not on the list you'd prefer a shorter period so you can get on, but if you're already on it you prefer a longer period before you have to reapply.

Chief Nimmer believes 18 months would be less of a headache given it would match the already defined period of 18 months for probationary status.

**Motion to approve a clarification to the procedure for the promotion of a sergeant, previously approved by the commission, to provide that the eligibility list established thereunder shall be effective for period of 18 months, unless otherwise abolished or extended by action of the Police and Fire Commission.**

- Proposed by John Hotvedt, seconded by Joe Busch
- **Passed Unanimously**

Chairman Busch suggested we add a clarification to the minutes as to why we're making this change. 18 months was agreed upon because it matches the existing probationary period. As stated before, Chief Nimmer is simply asking for clarification because the current list has no defined expiration date and there are no guidelines to direct him.

## **X.) Adjournment**

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### **Motion to adjourn the meeting at 6:47 PM**

- Proposed by Joe Busch, seconded by Barb Kopack-Hill
- **Passed unanimously**