

City of Burlington Police & Fire Commission
Meeting Minutes
(AMENDED AT FEBRUARY 6, 2013 PFC MEETING AND APPROVED AT
APRIL 16, 2013 PFC MEETING – SEE SECTION VII.)

Burlington Fire Station
165 West Washington Street
Burlington, WI 53105

September 5th, 2012

I.) Call to Order

The meeting was called to order by John Hotvedt at 5:30 PM

II.) Roll Call

Present:

Jon Schultz, Joe Busch, Jeff Erickson, John Hotvedt, Fire Chief Lodle, Police Chief Nimmer

Excused:

Barb Kopack-Hill

III.) Public Comments

None

IV.) Approval of Past Meeting's Minutes

Minutes from the April 4th, 2012 meeting were presented to the Commission.

Motion to approve the minutes of the past meetings

- Proposed by Joe Busch, seconded by Jeff Erickson
- **Passed Unanimously**

V.) Police and Fire Commission Business

The Police and Fire Commission welcomes new member, Jeff Erickson.

Motion to approve John Hotvedt as Commission President, Joe Busch as Commission Vice President and Jon Schultz as Commission Secretary

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

Regarding the annual review of the Police & Fire Commission Handbook, President Hotvedt said we did a comprehensive review 2 years ago, and we have no major changes right now. Chief Nimmer and Chief Lodle agreed.

Motion to accept the Police & Fire Commission Handbook without change

- Proposed by Jeff Erickson, seconded by Joe Busch
- **Passed Unanimously**

VI.) Police Chief's Report and Police Department Business

Chief Nimmer informed the Commission he was offered a position as Police Chief of Whitefish Bay, but chose to stay in Burlington. He thanked the Commission, the City Council and the Mayor for all their support.

Chief Nimmer proposed a new process to establish an eligibility list for hiring patrol officers; discussion ensued.

Motion to approve the attached process to establish an eligibility list for hiring patrol offices

- Proposed by Joe Busch, seconded by Jeff Erickson
- **Passed Unanimously**

VII.) Fire Chief's Report and Fire Department Business

Chief Lodle offered the following personnel updates:

- Volunteers John McCourt, Daniel Bessel and Joel Gomez have been appointed as probationary members.
- Volunteer Mark Wallace has retired
- Volunteer Adam Langridge has ~~retired~~ **[AMENDED: resigned]** as he has moved to Union Grove

Convene in Closed Session

Motion to convene in closed session pursuant to Section 19.85 (1c), Wis. Stats. At 5:49 PM

- Proposed by John Hotvedt, seconded by Jon Schultz
- **Passed Unanimously**

Reconvene in Open Session

Motion to reconvene in open session at 6:10 PM

- Proposed by Joe Busch, seconded by Jeff Erickson
- **Passed Unanimously**

Motion to approve the move for Kevin Garratt from probationary member to permanent volunteer

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

Motion to table agenda item 7.d.ii, "The applicant for volunteer membership"

- Proposed by Joe Busch, seconded by Jeff Erickson
- **Passed Unanimously**

VIII.) Adjournment

Motion to adjourn the meeting at 6:18 PM

- Proposed by Joe Busch, seconded by Jeff Erickson
- **Passed unanimously**

**City of Burlington Police Department
Police Officer Hiring Process
2012**

Applications are being accepted to establish an eligibility list for the position of City of Burlington Police Officer. Please note qualifications listed below. Applications must be returned no later than **September 21, 2012 by Noon.**

Steps for Establishing Eligibility List:

1. Complete written application provided by the City of Burlington
2. Written Test
3. Oral Interview with Field Training Officers
4. Oral Interview with Command Staff
5. Oral Interview with Police and Fire Commission

Post Conditional Offer of Employment:

1. Background Investigation
2. Psychological exam
3. Medical exam (to include drug screen)
4. Vision and hearing exam
5. Physical fitness/Physical agility exam

Timeline (this timeline is subject to change at anytime):

- | | |
|---|-------------------------------|
| 1. Applications due: | September 21, 2012 by Noon |
| 2. Written Test: | October 03, 2012 at 9:00 a.m. |
| 3. FTO Interviews: | Week of October 15, 2012 |
| 4. Command Staff Interviews: | Week of October 29, 2012 |
| 5. Police & Fire Commission Interviews: | November 7, 2012 |
| 6. Eligibility List established: | Mid-November |

Minimum Qualifications:

1. United States Citizens
2. Minimum 21 years of age at date of hire
3. Valid Wisconsin Driver's License with a good driving record
4. Minimum of 60 college credits (by date of hire) with preference towards a bachelor's degree
5. No felony convictions or disqualifying criminal history
6. Mental and physical ability to perform essential functions of a police officer
7. Must be of good moral character
8. Ability to possess and use all standard law enforcement equipment, techniques, and use of force options

Desired Qualification:

1. Certified or certifiable by the Wisconsin Law Enforcement Standards Board

The City of Burlington is an equal opportunity employer