

## **Police and Fire Commission Special Meeting**

**Friday, April 5, 2024 at 2:00 PM**

**City Hall, 100 E. Fountain St, Dodgeville, WI**

### **I. CALL TO ORDER AND ROLL CALL**

President Robert Kratochwill called to order the Special Meeting of the Police and Fire Commission at 2:00 P.M. on Friday, April 5, 2024 at Dodgeville City Hall.

Robert Kratochwill conducted roll call. The following persons were Present: President Robert Kratochwill, Marie Fralick, Mary McKinley, Mike Humke, Diane Messer. Also present, City Attorney Eric Hagen, Mayor Todd Novak, Lieutenant Brandon Wilhelm.

### **II. CONFIRMATION AND COMPLIANCE WITH THE OPEN MEETING LAW**

### **III. CLOSED SESSION**

1. **MOTION** by Mike Humke for consideration of moving to closed session pursuant to Wis. Stat. sec 19.85(1)(c) and {e}which permits convening in closed session to consider employment, promotion, compensation or performance evaluation data of any public employee over which the Commission has jurisdiction or exercises responsibility and to deliberate public business which for competitive reasons require a closed session, specifically for the purposes of considering approval of the salary range for police chief set by the Common Council and for purposes relating to the Police Chief hiring. Second by Marie Fralick. Roll Call vote: Mike Humke-Yes, Marie Fralick-Yes, Mary McKinley-Yes, Diane Messer-Yes, Robert Kratochwill-Yes. Motion passed 5-0

### **IV. OPEN SESSION**

2. **MOTION** to reconvene to Open Session by Mary McKinley. Second by Mike Humke. Motion passed 5-0
3. No action was needed as result of Closed Session. (*Brandon Wilhelm was appointed Police Chief as appropriately motioned in closed session*).
4. No action taken to appoint an Interim Police Chief.
5. Discussion and adoption of recruitment and examination procedures for hiring of Dodgeville Police Department Lieutenant. **MOTION** by Mary McKinley outlining the process for hiring. The Lieutenant Job Opening and revised Lieutenant job description will be scheduled for approval at the City Common Council meeting on Tuesday, April 16, 2024. The Lieutenant job description is to be prepared by the Police Chief and City Mayor for the Common Council meeting April 16, 2024. The Lieutenant Job posting will be prepared by the Police Chief and City Attorney, reported to Commission members by email for comment/approval individually prior to Wednesday, April 17, 2024. Upon

Commission approval, the Lieutenant Job Opening will be posted April 17, 2024. The Police Lieutenant position will be posted for 10 consecutive business days, closing on Wednesday, May 1, 2024 at 4:30 P.M. Applications will be available at Dodgeville City Hall and Dodgeville Police Department. Position opening and link will be posted on: City of Dodgeville, [dodgevillewi.gov](http://dodgevillewi.gov); League of Wisconsin Municipalities, [lwm-info.org](http://lwm-info.org); WILENET.widoj.gov; and INDEED.com. Applications can be mailed/delivered to: City of Dodgeville, 100 E. Fountain Street, Dodgeville Wisconsin c/o Police and Fire Commission or emailed to [pfc@dodgevillewi.gov](mailto:pfc@dodgevillewi.gov), Police and Fire Commission, Mary McKinley, Secretary. Application information will include: Cover Letter, Resume, Application for Employment DJ-LE-330, Consent for Release of Identity as an Applicant (as second round candidate). Recruitment and examination Procedures will also include Written Test, Case or Investigation Sample, Psychological, Physical and Medical tests (as required). A meeting on Thursday, May 2, 2024, at 5:00 P.M. at Dodgeville City Hall will include finalizing Lieutenant Interview questions, reviewing applications of candidates for eligibility and scheduling Commission Interview dates. Second by Mike Humke. Motion passed 5-0

**V. NEXT REGULAR MEETING:** Monday, April 15, 2024 at 5:00 P.M., Dodgeville Fire Station

**VI. ADJOURN**

6. **MOTION** to adjourn by Marie Fralick at 3:44 P.M. Second by Diane Messer. Motion passed 5-0.

Respectfully submitted by Mary McKinley, Secretary