

**POLICE AND FIRE COMMISSION**  
**July 12, 2018**

**PFC20180712-1**  
**UNAPPROVED**

A regular meeting of the Police and Fire Commission, City of Cedarburg, Wisconsin, was held on Thursday, July 12, 2018 at the Cedarburg Police Department, W75N444 Wauwatosa Road, Cedarburg, Wisconsin, in the Community Room.

The meeting was called to order by President Robert Carroll at 7:00 p.m.

Roll Call: Present - Robert Carroll, Jim Salp, Joel Dhein, Steve Weber

Excused - Linda Krieg

Also Present – Police Chief Thomas J. Frank, Fire Chief Jeff Vahsholtz

**STATEMENT OF PUBLIC NOTICE**

Robert Carroll acknowledged the agenda for this meeting which was posted and distributed in compliance with Wisconsin Open Meetings Law.

**APPROVAL OF MINUTES**

Motion was made by Jim Salp, seconded by Steve Weber, to approve the May 10, 2018 minutes. Motion carried without negative vote with Linda Krieg excused.

**NEW BUSINESS**

**Update and Discussion of Dates for Officer Applicant Testing; and Action Thereon**

The Department has received 77 applications for Patrol Officer. The testing process will begin and the Police and Fire Commission and City Clerk will be advised of the dates as determined.

**Discuss the Creation of a Lieutenant Position for the Police Department; and Action Thereon**

Police Chief Frank described the proposed Lieutenants position. It is intended to give one additional officer in the Department administrative experience. The position will be filled by a sergeant who will keep their assigned tasks and responsibilities but will have additional administrative tasks and will no longer be in the Officer Association.

Motion made by Jim Salp, seconded by Steve Weber, to approve the creation of a Lieutenant position for the Police Department. Motion carried without a negative vote with Linda Krieg excused.

**Discuss the Promotional Process for Lieutenant; and Action Thereon**

Police Chief Frank outlined the proposed process as follows:

- Letter of intent must be provided
- Candidate must be a Sergeant
- Bachelor's degree is recommended but not required
- Interviews will be done with Police Chief Frank and Captain Lindberg

- After review of past performance and evaluations a recommendation will be made to the Police and Fire Commission.

Motion made by Jim Salp, seconded by Steve Morgan, to approve the promotional process for Lieutenant. Motion carried without a negative vote with Linda Krieg excused.

**Consider Applications for Membership in the Cedarburg Fire Department for Alec Charles Mejia and Tanya Zarling for Active EMS; and Action Thereon**

Fire Chief Vahsholtz provided a review of each applicant.

Motion made by Jim Salp, seconded by Joel Dhein, to approve the applications for membership in the Cedarburg Fire Department for Alex Charles Mejia and Tanya Zarling for Active EMS. Motion carried without a negative vote with Linda Krieg excused.

**Consider Application for Membership in the Cedarburg Fire Department for Gabriella Bland for Active Fire/EMS; and Action Thereon**

Fire Chief Vahsholtz provided a description of the applicant.

Motion made by Steve Weber, seconded by Jim Salp, to approve the application for membership in the Cedarburg Fire Department for Gabriella Bland for Active Fire/EMS. Motion carried without a negative vote with Linda Krieg excused.

**REPORT OF POLICE CHIEF AND FIRE CHIEF**

**Update on Police Department Projects**

Detective Sergeant McNerney provided an update on the Department's active shooter training and equipment

**Update on Fire Department Projects**

Fire Chief Vahsholtz provided updates on Fire Department events related to the Fourth of July parade and recruitment.

**Confirm Next Meeting (July 12, 2018) and Agenda Items; and Action Thereon**

Chief Frank confirmed the next meeting will be held on September 13, 2018. Joel Dhein will not be at this meeting.

**ADJOURNMENT**

Motion made by Jim Salp, seconded by Joel Dhein, to adjourn the meeting at 7:55 p.m. Motion carried without negative vote with Linda Krieg excused.

Thomas Frank  
Police Chief