

## **MINUTES OF THE CHIPPEWA FALLS POLICE AND FIRE COMMISSION**

A special meeting of the Chippewa Falls Police and Fire Commission was held on **Tuesday August 8, 2023** at the Chippewa Falls Fire Department, Station 1, 1301 Chippewa Crossing Blvd., Chippewa Falls, WI

Commission members present: Greg Dachel, Chris Norseng, Todd Prill, Mike Houle, Cindy Boggess

Others present: Fire Chief Jason Thom, Police Chief Matt Kelm

1. Chair Dachel called the meeting to order at 5:32 p.m. Motion by Prill/Houle to approve the minutes of the June 6, 2023 meeting as presented. Motion carried.
2. **New Business:**

**Police Department report:** Chief Kelm reported on the current PD hiring process as an “open process”, with no end date for applications. The PD has been holding initial internal interviews from current applicants and expects more candidates to apply. The PD currently has one open position and expects there could be a second opening in the near future. No date has been set for PFC interviews for the opening(s).

**Fire Department report:** Chief Thom explained the 2023 Fire Protection Inspector application process. He also appraised the Commission of the 3 recently filled vacancies/hires (Morris, Grotthus, Handrahan) and of one conditional offer that has been extended (Ekenstedt – available in December). That would still leave 3 FF/EMT vacancies as well as the Fire Inspector position open. Chief Thom will post for the Fire Inspector position.

### **3. New Business: Motion by Boggess/ Norseng to enter into Closed Session at 5:46 p.m. Roll call vote, all voting Aye. Motion carried.**

Contemplated closed session under Wisconsin Stats. Section 19.85(1)(c) “Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility” to:

- A. Conduct Police Department Police Officer interviews; to include PFC members, Police Chief Matt Kelm, and candidates; and may return to Open Session, with possible action on items discussed in Closed Session. Roll call vote: Prill – aye, Norseng – aye, Dachel – aye, Boggess – aye, Houle - aye. Motion carried. The Commission interviewed 2 candidates for the Police Officer position.
- B. Conduct Fire Department Firefighter interviews; to include PFC members, Fire Chief Jason Thom, and candidates; and may return to Open Session, with possible action on items discussed in Closed Session. Roll call vote:

Prill – aye, Norseng – aye, Dachel – aye, Boggess – aye, Houle – aye.  
Motion carried. The Commission interviewed 3 candidates for the Firefighter position.

- C. **Motion by Boggess/Houle to return to Open Session at 9:04 pm. All present voting Aye, motion carried.**
  
- D. **RE: Police Department hiring: Motion #1** by Prill/Dachel to move Candidate #1 to background check, and make a conditional offer of employment to the candidate upon Candidate #1 passing background check, physical, medical, and psychological exams. Motion carried. **Motion #2** by Prill/Houle to put Candidate #2 on an eligibility list. Motion carried.
  
- E. **RE: Fire Department hiring: Motion #1** by Prill/Norseng to authorize Chief Thom to make a conditional offer of employment to Candidate #1, contingent upon passing background check, physical and medical examinations, successful completion of CPAT during the probationary period, and completing all signatory forms and agreements. All present voting aye, motion carried. **Motion #2** by Dachel/Boggess to put candidate #2 and #3 on an eligibility list for the Firefighter/paramedic position. All present voting aye, motion carried.

**ADJOURNMENT:** Motion by Boggess/Houle to adjourn at 9:08 pm. All present voting aye. Motion carried.

Submitted by:  
Chris Norseng, Secretary, Chippewa Falls Police and Fire Commission