

POLICE AND FIRE COMMISSION MINUTES
September 14, 2022
Government Center Room 204

1. The regular meeting of the Board of the Police and Fire Commission for the City of Superior was called to order Wednesday, September 14, 2022 at 6:05 p.m. in Room 204 of the Government Center, Superior, Wisconsin.

2. ROLL CALL

Commissioners present: Maria Cuzzo, Arthur Gil de Lamadrid* (joined meeting at 6:17 p.m.), Howard Hendrickson, ChaQuana McEntyre*

**attended virtually*

Council Representative present: Brent Fennessey

Commissioner excused: Shawnu Ksicinski

Others present: HR Director Cammi Janigo, Police Chief Nick Alexander, Fire Chief Scott Gordon, Nikki Holmberg, Shelley Nelson

There being a quorum present, the meeting was in order.

3. RECOGNITION OF NOTICE TO THE PUBLIC

The recording secretary mailed and/or delivered agendas and agenda packets to persons or organizations listed, and the meeting was legally noticed in accordance with Wisconsin State Statutes open meeting law.

4. APPROVAL OF JUNE 15, 2022 MEETING MINUTES.

MOTION by Commissioner Cuzzo, seconded by Commissioner McEntyre and carried, to approve the June 15, 2022 meeting minutes.

5. APPROVAL OF JULY 28, 2022 MEETING MINUTES

MOTION by Commissioner Cuzzo, seconded by Commissioner McEntyre and carried, to approve the July 28, 2022 meeting minutes.

6. Police & Fire Department updates

Police Chief Alexander stated he had no significant updates. He introduced Nikki Holmberg, the new Administrative Assistant for the Police Department.

Fire Chief Gordon announced his retirement, noting his last day will be December 30, 2022.

7. Letter from Chief Gordon; completion of probationary period, Trevor Clark

8. Letter from Chief Gordon; completion of probationary period, Anthony Orlandi

9. Letter from Chief Gordon; completion of probationary period, Devin Dietz

MOTION by Commissioner Cuzzo, seconded by Commissioner McEntrye and carried, to bundle and approve items 7, 8 & 9, Chief Gordon's probationary letters for Clark, Orlandi and Dietz

10. Letter from Chief Alexander; completion of probationary period, Noah DiPuma

MOTION by Commissioner Cuzzo, seconded by Commissioner McEntrye and carried, to approve Chief Alexander's probationary letter for DiPuma.

11. Letter from Chief Alexander; Jonathan Marchiori resignation

12. Letter from Chief Alexander; Joshua Sislo resignation

13. Letter from Chief Alexander; Gregory Swanson resignation

MOTION by Commissioner Cuzzo, seconded by Commissioner McEntrye and carried, to bundle and receive and file items 11, 12 & 13, Chief Alexander's letters of resignation for Marchiori, Sislo and Swanson.

14. Update current Firefighter hire list

HR Director Janigo informed the commission that Aiden Kealy-Swanson has accepted employment with the fire department. Assistant Fire Chief Howard Huber went through the remaining candidates on the list and it has been updated.

MOTION by Commissioner Cuzzo, seconded by Commissioner McEntrye and carried, to approve the updated Firefighter hire list.

15. Approve firefighter hiring process

Commissioner Cuzzo requested reviewing the job description abilities section as it does not show evidence of diversity, equity and inclusion training. Commissioners agreed to review language of both the firefighter and police officer job descriptions at the next meeting and leave as is for this hiring cycle.

MOTION by Commissioner Cuzzo, seconded by Commissioner McEntrye and carried, to approve the firefighter hiring process, schedule interviews tentatively for January 14, 2023 and discuss modifications to job descriptions at the next meeting.

16. Discuss and determine how current firefighter list and new firefighter list will coexist

HR Director Janigo explained that we will have a second hiring list in place before the current list is expunged. Commissioners discussed various ways this could be handled.

MOTION by Commissioner Cuzzo, seconded by Commissioner Gil de Lamadrid and carried, to expand the list immediately to ten, which will require accepting a new list next month, and that list will stay extended to ten until the commission decides to change it.

17. Outline and approve Fire Chief hiring process (refer to page entitled Fire Chief Recruitment 2022)
(1)Scope of recruitment

MOTION by Commissioner Cuzzo, seconded by Commissioner Gil de Lamadrid, to set the scope of recruitment as regional.

AMENDED MOTION by Gil de Lamadrid to first do an internal recruitment process, and only then advertise regionally. Motion failed. Original motion carried.

(2) Length of recruitment

MOTION by Commissioner Cuzzo, seconded by Commissioner Gil de Lamadrid and carried, to keep recruitment open for 3 weeks

(3) Revision of job description

MOTION by Commissioner Gil de Lamadrid, seconded by Commissioner Cuzzo and carried, to keep the job description as is.

(4) When will interviews be held

(5) Where will interviews be held

(6) Who will participate in the interviews

Anticipate interviews mid-October, location to be determined. PFC commissioners are the only voting members. Mayor has participated in the past.

(7) Will there be a requirement to have?

MOTION by Commissioner Gil de Lamadrid, seconded by Commissioner Cuzzo and carried, to approve requiring all items listed under number seven.

Fire Chief Supplemental Application Question Options:

MOTION by Commissioner Cuzzo, seconded by Commissioner Gil de Lamadrid and carried, to adopt questions 1 – 5 used in the 2019 recruitment.

The remaining bank of questions were discussed.

MOTION by Commissioner Hendrickson, seconded by Commissioner Cuzzo and carried, to adopt (from bank of questions):

Question 8, Describe your experience speaking to the public, media or elected officials with regards to the fire service; Question 9, Describe your experience evaluating, rewarding, coaching and/or disciplining employees; Question 11, Give specific examples of how you as a leader, have modeled commitment to building community in a firefighting department and forging bonds between the department and the broader community; Question 14, Describe how you communicate and integrate yourself into the department as Chief.

18. Review Police Officer interview questions

Motion by Commissioner Cuzzo, seconded by Commissioner Gil de Lamadrid and carried, to move into closed session.

Motion by Commissioner Cuzzo, seconded by Commissioner Gil de Lamadrid and carried, to return to open session

MOTION by Commissioner Cuzzo, seconded by Commissioner Gil de Lamadrid and carried, to adjourn the meeting at 7:40 p.m.

Submitted by Angie Harker, Recording Secretary