



City of West Allis

Special Meeting Minutes

7332 W. National Ave.
West Allis, WI 53214

Board of Police and Fire Commissioners

*Commissioner Don Nehmer, President,
Commissioner Amy Heron, Vice-President,
Commissioner Fred Mikolajewski, Secretary
Commissioners David Princeton and Kurt Kopplin*

Wednesday, July 8, 2015

6:00 PM

West Allis Fire Administration

NOTICE OF SPECIAL MEETING

A. CALL TO ORDER

Commissioner Nehmer called the meeting to order at 6:01 pm.

B. ROLL CALL

Present: Commissioners Don Nehmer, Fred Mikolajewski and Amy Heron

Also Present: Deputy Chief Chris Botsch, Deputy Chief Bob Fletcher – Police Department; Rebecca Grill, CAO, Audrey Key, HR Director – City of West Allis; Michael Jungbluth, retired West Allis Police Chief.

1. The purpose of this special meeting is to discuss the hiring goals, procedure and selection process for a new Police Chief for the City of West Allis, to include:
 - Develop and approval of the Chief of Police Job Description;
 - Commissioner Nehmer distributed an editorial regarding police training and reward practices for review as well as suggested changes to the Chief of Police job description. The sub-committee discussed the changes and a final version of the Chief of Police job description was agreed upon.
 - Develop and approval of marketing materials;
 - Develop and approval of the job posting and advertisement;
 - Develop and approval of the supplemental questionnaire for the application process.
 - The sub-committee discussed and agreed to an 8-step recruiting process:
 1. City's HR department will manage advertising and the initial review of qualified candidates;
 2. The sub-committee will review HR's best candidates;
 3. A Panel of experts will interview a select group of candidates;
 4. Potential assessment;
 5. Finalists reviewed by full Police & Fire Commission Board;
 6. Psychological Assessment and background check completed for the number 1 candidate;
 7. Offer made to number 1 candidate;
 8. Candidate participates in medical/drug test
 - Additionally, marketing materials, job description, supplemental application questions, job posting and related support documentation were reviewed and appropriate updates made with guidance provided by Ms. Key and Ms. Grill. The City HR's department will coordinate any necessary changes requested by the sub-committee as well as incorporate any City or Police Department information to the Chief of Police recruiting materials.

- The next meeting of the sub-committee is tentatively planned for August 12, 2015 at 6:00 pm and will take place at the Police Court Center.

C. ADJOURNMENT

There being no further business, on a motion made and seconded, the meeting adjourned at 8:51 pm.

Public Meetings

All meetings of the West Allis Board of Police and Fire Commissioners are public meetings. In order for the general public to make comments at the meetings, an individual should schedule an appearance with the President of the Board, or with the appropriate Chief, otherwise, the meeting is a working session for the Commission itself, and discussion by those in attendance is limited to Board members, the Mayor, alderpersons, staff and others that may be a party to the matter being discussed.

Nondiscrimination Statement

The City of West Allis does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability or any other legally protected status in the admission or access to or treatment or employment in, its services, programs or activities.

American with Disabilities Act Notice

Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City.

Limited English Proficiency Statement

It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.