



City of Madison

City of Madison
Madison, WI 53703
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Meeting Minutes - Approved POLICE AND FIRE COMMISSION

Monday, October 14, 2019

5:30 PM

210 Martin Luther King, Jr. Blvd.
Room GR-27 (City-County Building)

CALL TO ORDER / ROLL CALL

Present: 5 - Fabiola Hamdan; Kevin C. Gundlach; Trent Jackson; H. Nia Enemuoh-Trammell and Jacquelyn L. Boggess

APPROVAL OF MINUTES

A motion was made by Gundlach, seconded by Jackson, to Approve the Minutes from September 9 and October 4. The motion passed by voice vote/other.

PUBLIC COMMENT

There was no public comment.

DISCLOSURES AND RECUSALS

There were no disclosures or recusals.

DISCUSSION ITEMS

FIRE DEPARTMENT

1. [57769](#) Overview of current Fire Department hiring process and promotional process

Fire Chief Steven Davis presented on the Fire Department's current hiring practices. There is a two-year hiring process. The first step is recruitment. MFD uses a labor-management cooperative committee for recruitment. Camp Hero is a program sponsored by the Girl Scouts of America to introduce girls to public safety professions. The Fire Department also does a similar program for women 18 years of age and above.

1600-1800 applicants apply during the application period. HR screens all applicants for eligibility. Eligible applicants sit for a video-based multiple choice test, including human relations topics such as teamwork. Tested topics include technical aptitude, math, and cognitive ability. From the written test, candidates are placed into A and B bands. Using banding instead of ranking promotes more diverse hiring groups. Both groups have historically been diverse. Each band is processed in successive years. All applicants are interviewed by a community member board. Successful candidates proceed to a department member oral board interview. Remaining candidates are interviewed by the Fire Chief. Each panel uses a scoring rubric

for interviewees.

Candidates then complete a physical abilities test that replicates abilities required for firefighters. Successful candidates proceed to a background check and a medical screening. Finally, candidates participate in a recruit academy.

The next community panel listening sessions will be held in November.

Assistant Fire Chief Ché Stedman presented on internal promotions.

Promotions alternate annually between Apparatus Engineer and Lieutenant. Apparatus Engineer: To compete, candidates need 5 years experience on MFD; There are written, over the road driving, and operations performance tests. Following examinations, HR tabulates scores and the Chief presents a list to PFC for promotions in order of seniority per the collective bargaining agreement.

Lieutenant: To compete, candidates must have 10 years on MFD and completion of a leadership course or resume demonstrating supervisory experience. Assessments are based on a written examination, previous year evaluation from supervisors and an assessment center examination including leadership scenarios. HR tabulates scores and a list is submitted for promotions in order of seniority.

2. [57770](#) Update on 2020 Fire Department Hiring Process

Assistant Fire Chief Ché Stedman reported that 311 applications have been received.

3. [57771](#) General status report on Fire Department discipline

There are no ongoing investigations.

The Department requested file reviews for the following:

Tracy Burrus to Assistant Chief

Chris Carbon to Division Chief

Commissioner Jackson will review the files and report at the next meeting.

POLICE DEPARTMENT

4. [57772](#) Designation of Acting Chief under Board Rule 2(c); introduction of Assistant Chief Vic Wahl (currently serving as Acting Chief of Police under existing department procedures and duty assignments); and discussion of other Assistant Chiefs.

Assistant Police Chief Vic Wahl addressed the commission and provided an overview of his career and experiences with MPD.

10. [57672](#) Contemplated closed session pursuant to Wis. Stat. § 19.85(1)(c) and Wis. Stat. § 19.85(1)(g) to discuss and take action, if appropriate, regarding employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and to confer with legal counsel for the governmental body who is rendering oral or written advice concerning

strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved; specifically: implementation of Board Rule 2(c) which provides that “if a vacancy in the position of Chief occurs, the Board shall promptly designate a Department officer to act as Chief during the pendency of the appointment.”

A motion was made by Jackson, seconded by Boggess, to convene into closed session to discuss item 4. The motion passed by voice vote/other.

A motion was made by Hamdan, seconded by Gundlach, to Reconvene into open session. The motion passed by voice vote/other.

A motion was made by Jackson, seconded by Gundlach, to designate Assistant Chief Vic Wahl as the Department officer who is temporarily authorized to act as Chief of Police until such time as the Board makes a permanent appointment to the Chief of Police position. The motion passed by voice vote/other.

- 5. [57773](#) Overview by Human Resources Department regarding resources to assist the Board with recruitment and hiring for the position of Chief of Police
Mike Lipski and Julie Trimbell from the Human Resource Department provided an overview of the hiring process and the resources available to the Commission.

- 6. [57774](#) Schedule personnel file reviews for anticipated promotional recommendations.
Captain Jennifer Krueger Favour requested file reviews for an additional six candidates. Commissioner Hamden and Commissioner Boggess will each review three candidates' files.

- 7. [57775](#) Update on 2020 Police Department Pre-Service Academy Hiring Process Timeline
Captain Jennifer Krueger Favour gave an update on the 2020 Police Pre-Service Academy. The Application Deadline is October 21. Submitted applications are on pace with previous years. Oral boards start on November 6.

- 8. [57776](#) General status report on Police Department discipline
There was no discipline to report.

CLOSED SESSION AND REPORT OF COUNSEL

- 9. [57777](#) Contemplated closed session pursuant to Wis. Stat. § 19.85(1)(c) to discuss and take action, if appropriate, regarding employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; specifically: report of Commissioners regarding personnel file reviews for the following police department promotional candidates:
 - a. Michael Hanson, to the rank of Captain;

- b. Stephanie Drescher, to the rank of Lieutenant;
- c. Patricia Drury, to the rank of Sergeant;
- d. Angela Straka, to the rank of Sergeant;
- e. Kelly Donahue, to the rank of Captain; and
- f. Tracie Jokala, to the rank of Lieutenant.

A motion was made by Hamdan, seconded by Gundlach, to convene into closed session. The motion passed by voice vote/other.

- 11. [57778](#) Contemplated closed session pursuant to Wis. Stat. § 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice regarding strategy in litigation the Board is or is likely to become involved in.

- 12. [57779](#) Reconvene into open session to consider any remaining agenda items and to take action, if appropriate, regarding the items discussed in closed session.

A motion was made by Hamdan, seconded by Gundlach, to reconvene into open session. The motion passed by voice vote/other.

ADJOURNMENT

A motion was made by Hamdan, seconded by Gundlach, to Adjourn. The motion passed by voice vote/other.