



City of Madison

City of Madison
Madison, WI 53703
www.cityofmadison.com

Meeting Minutes - Approved POLICE AND FIRE COMMISSION

Monday, September 9, 2019

5:30 PM

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

CALL TO ORDER / ROLL CALL

Present: 4 - Fabiola Hamdan; Kevin C. Gundlach; Trent Jackson and H. Nia Enemuoh-Trammell

Absent: 1 - Jacquelyn L. Boggess

APPROVAL OF MINUTES

A motion was made by Hamdan, seconded by Gundlach, to Approve the Minutes for the 8/12 and 9/3 meetings. 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

1. [57390](#) Discuss Board Rule 4(f)(ii) and (iii), including the procedures and criteria used by the Chiefs in identifying subordinates for promotional appointment and the timing and breakdown of demographic information provided to the Board.

The Commissioners discussed existing Rules 4(f)(ii) and (iii). Current rules specify that the Chief shall advise the Board from time to time regarding current Department procedures for identifying subordinates whom the Chief may consider for promotional appointment, and shall inform the Board of the identities of subordinates who may currently be so identified. In addition, current rules specify that the Chief shall inform the Board of the procedures and criteria used by the Chief in identifying subordinates for promotional appointment.

The Commissioners felt that it would be helpful to have each Department provide an overview of the existing procedures for promotion, including information regarding when each Chief has discretion related to the promotional recommendations.

The Commissioners identified the need to understand the current demographics of each Department. The Commissioners would like more information on the demographics of the candidates who are recommended for promotion, as well as the demographics of the pool of candidates who applied but were not recommended for promotion.

Fire Chief Davis briefly outlined the internal promotion process in the Fire Department.

Each Department will present at a regularly scheduled meeting. The Fire Department will present at the October 14th meeting.

2. [57391](#)

Discuss Board Rule 4(c), including forms and procedures for application process, testing, screening, and interviewing.

The Commissioners discussed existing Rule 4(c) regarding initial appointments. Counsel noted that the hiring process, including recruitment, application, testing, screening, interviewing, background and evaluation, is within the authority and control of the Board. Presently, the Board delegates this work to HR and each Department.

The Commissioners felt that it would be helpful to have each Department provide an overview of the existing procedures for the hiring process.

Each Department will present at a regularly scheduled meeting. The Fire Department will present at the October 14th meeting.

FIRE DEPARTMENT MONTHLY STAFF REPORT

Fire Chief Steven Davis and Assistant Fire Chief Ché Stedman, Assistant Chief for Personnel, appeared for the Fire Department.

3. [57393](#)

Update on the 2019 Fire Department Recruit Academy

Assistant Chief Stedman reported that 10 recruits are starting the Fire Academy on Monday, September 16.

4. [57392](#)

Update on the Fire Department 2020 hiring process

Assistant Chief Stedman reported that the application period begins in October in preparation for the September 2020 Recruit Academy.

5. [57394](#)

Request from the Fire Chief to extend the 2019 Fire Department Eligibility List to June of 2020

Chief Davis requested that the Commissioners extend the 2019 Fire Department Eligibility list to June 2020 to preserve the ability to conduct a 2020 Spring Recruit Academy if positions are available in the 2020 Operating Budget.

POLICE DEPARTMENT MONTHLY STAFF REPORT

Police Lieutenant Ed Marshall, Lieutenant of Training, appeared for the Police Department.

- 6. [57395](#) Present recommendation of Police Chief regarding promotional appointments

Lieutenant Marshall presented the final recommendation of the Police Chief to promote Adam Kneubuhler to the rank of Detective, effective September 9, 2019 and provided the résumés of six promotional candidates for review by the Commissioners in closed session.

- 7. [57396](#) General report on Police Department disciplinary matters

Lieutenant Marshall reported that there are no current suspensions. There are three current investigations with internal affairs.

CLOSED SESSION

A motion was made by Gundlach, seconded by Hamdan, to Convene into Closed Session. The motion passed by voice vote/other.

- 8. [57397](#) 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.
The Commissioners reported out of closed session that action on this item will be deferred to the October 14th meeting and that they will schedule an informal lunch meeting with Captain candidate Lieutenant Kelly Donahue.

- 9. [57398](#) 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:

Act on final recommendation of Police Chief for promotion of Adam Kneubuhler to the rank of Detective, effective September 9, 2019.

- 10. [57399](#) 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 Gundlach, seconded by Hamdan, to reconvene into

open session. The motion passed by voice vote/other.

Vote on item #9

A motion was made by Jackson, seconded by Gundlach, to accept the final recommendation of the Police Chief to promote Adam Kneubuhler to the rank of Detective, effective September 9, 2019. The motion passed by voice vote/other.

Vote on Item #5

A motion was made by Gundlach, seconded by Hamdan, to extend the 2019 Fire Department Eligibility list to June 2020. The motion passed by voice vote/other.

ELECTION OF OFFICERS

- 11. [57400](#) Election of President and Secretary of the Police and Fire Commission

Election of President

Commissioner Jackson nominated President Enemuoh-Trammell for a second term as President. Commissioner Hamdan seconded the nomination. There were no further nominations. President Enemuoh-Trammell accepted the nomination and was elected unanimously.

Election of Secretary

Commissioner Jackson nominated Commissioner Hamdan to serve as Secretary. Commissioner Gundlach seconded the nomination. There were no further nominations. Commissioner Hamdan accepted the nomination. She was elected unanimously.

REPORT OF COUNSEL

A motion was made by Hamdan, seconded by Jackson, to Convene into Closed Session. The motion passed by voice vote/other.

- 12. [57401](#) 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 related to pending litigation.

- 13. [57402](#) 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 Gundlach, seconded by Jackson, to Adjourn. The motion passed by voice vote/other.