



Police and Fire Commission

City of Stevens Point
1515 Strongs Avenue
Stevens Point WI 54481

August 13, 2010
9:06 a.m.

1. **Roll Call:** Commissioners Rice, Schleihs and Wescott
Commissioner Nuck arrived at 9:25 a.m.
Commissioner Taylor, excused

Also

Present: Administrative Director Jeff Morris; Tim McGrath; Victoria McGrath;
Noah Jacobson, Firefighter/Paramedic interviewee; Brian
Kowalski, Stevens Point Journal

2. **Adjourn into closed session pursuant to Wis. Stats. Section 19.85 (1) (c) for a probationary Firefighter/Paramedic interview**

Commissioner Wescott moved, seconded by Commissioner Schleihs, to adjourn into closed session.

Ayes, all; nays, none. Motion carried.

3. **Reconvene into open session (approximately 9:30 a.m.) for possible action**

Commissioner Wescott moved, seconded by Commissioner Rice, to reconvene into open session for possible action.

Ayes, all; nays, none. Motion carried.

Commissioner Schleihs moved, seconded by Commissioner Rice, to approve the hiring of Noah Jacobson as Firefighter/Paramedic contingent upon the successful completion of all hiring protocols and testing.

Ayes, all; nays, none. Motion carried.

4. Review of Fire Chief Selection process and candidate qualifications

The McGraths said it was not unusual to go through a recruitment process and not select a candidate for the position of Fire Chief. They reiterated the importance of selecting the right candidate for the position.

The McGraths would like to better define the characteristics and qualifications the commission would like to see in the next Fire Chief hired for the City of Stevens Point.

There was a short discussion regarding the salary range of the position ranging from between \$82,000 and \$88,000.00.

A timeline for the next recruitment process is as follows:

- The advertisement will be placed in various places after Labor Day. The ads will run for approximately three weeks.
- Applications will be accepted until approximately early October.
- Mid October questions will be sent to candidates for their written responses.
- The Assessment Center will be held sometime in November, but will be before the Thanksgiving holiday.
- Possible start date will be January 1, 2011.

The Commission was in agreement that the first recruitment process was a definite learning experience. The Commission would like Administrative Director Morris to provide a better definition of what the structure of the new position would look like. They also would like a draft job description and draft copy of an organizational structure chart. There will be a special meeting in which these documents will be reviewed.

5. Adjournment

The meeting adjourned at 10:30 a.m.