

Meeting Minutes

Police & Fire Commission

December 2, 2008, 4:32 p.m.

Roll Call: Commissioners Meyer, Rice, Schlehs and Taylor

Commissioner Nuck, excused

Also Present: Fire Chief Zinda, Police Chief Jeff Morris, Mayor Andrew Halverson, Alderperson Hanson, Captain Ruder, Jodi Baganz, Victor Kedrowski, Reid Rocheleau, Aimee Kontos, Ben Uitenbroek, Meredith Thorn

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2. People to be heard and announcements
3. Approval of minutes - November 18, 2008
4. Review, discussion and possible action, Assistant Fire Chief Job description
5. Review, discussion and possible action, city ordinance change regarding Deputy Chief and Assistant Fire Chief Positions
6. Review, discussion and possible action, hiring of PFC Administrative Director position
7. Review, discussion and possible action, city ordinance change regarding PFC Information Technology Network Administrator
8. Adjournment
2. People to be heard and announcements
- None

3. Approval of Minutes - November 18, 2008

The motion for Agenda Item No. 9 is corrected to read as follows:

Commissioner Taylor moved, seconded by Commissioner Rice, to approve moving forward with the process of selecting an Administrative Director.

Ayes, all; nays, none. Motion carried.

Item No. 2 is corrected to read as follows:

Officer Mike Bink presented a statement that it would be detrimental to police department operations to eliminate a police officer position.

Agenda Item No. 8 regarding job descriptions of the IT Network Administrator, Administrative Director, Fire Chief and Police Chief were inadvertently not placed on the agenda for the December 2nd meeting. This agenda item will be placed on the December 9th agenda for discussion and possible action.

Commissioner Meyer moved, seconded by Commissioner Taylor, to approve the minutes of the November 18, 2008 meeting.

Ayes, all; nays, none. Motion carried.

4. Review, discussion and possible action, Assistant Fire Chief Job Descriptions

Fire Chief Zinda was commended for the excellent job he did in preparing the Assistant Chief - Fire/Rescue and Assistant Chief - Emergency Medical Services job descriptions.

Commissioner Taylor moved, seconded by Commissioner Rice, to accept the draft job descriptions of the Assistant Chief - Fire/Rescue and Assistant Chief - Emergency Medical Services. Commissioner Meyer and staff will meet this week to make grammatical improvements to the job descriptions which will be brought back to the commission at the meeting of December 9, 2008 for final approval.

Ayes, all; nays, none. Motion carried.

5. Review, discussion and possible action, city ordinance change regarding Deputy Chief and Assistant Fire Chief Positions

Commissioner Rice moved, seconded by Commissioner Meyer, to propose a resolution to respectfully request the city attorney make the necessary ordinances to implement the position changes of Assistant Fire Chief -- Emergency Medical Services, Assistant Fire Chief - Fire/Rescue, IT Network Administrator, Police Lieutenant and Police Captain at the December 9th meeting.

Ayes, all; nays, none. Motion carried.

6. Review, discussion and possible action, hiring of PFC Administrative Director position

Commissioner Rice moved, seconded by Commissioner Taylor, to appoint Jeff Morris to the position of PFC Administrative Director effective January 1, 2009.

Ayes, all; nays, none. Motion carried.

7. Review, discussion and possible action, city ordinance change regarding PFC Information Technology Network Administrator

Commissioner Rice moved, seconded by Commissioner Taylor, to move forward with the hiring process for the Information Technology Network Administrator position.

Ayes, all; nays, none. Motion carried.

8. Adjournment

The meeting adjourned at 6:05 p.m.

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