



Pewaukee Fire Department

W239 N2242 Pewaukee Road
Waukesha, WI 53188
(262) 522-2500 Fax (272) 691-1798

FIRE COMMISSION MEETING NOTICE AND AGENDA

Thursday, March 8, 2018

11:00 AM

Fire Station #2

125 College Avenue ~ Pewaukee, Wisconsin

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1. Call to Order and Pledge of Allegiance and a Moment of Silence
 2. Public Comment - Please limit your comments to 2 minutes, if further time for discussion is needed please contact the Fire Chief prior to the meeting.
 3. Discussion and Possible Action Regarding the Meeting Minutes Dated October 18th, 2017
 4. Public Comment - Please limit your comments to 2 minutes, if further time for discussion is needed please contact the Fire Chief prior to the meeting.
 - 5.0 Closed Session – You are hereby notified that the Fire Commission and staff of the City of Pewaukee will convene into closed session after all regular scheduled business has been concluded and upon motion duly made and seconded and acted upon by roll-call vote as required under §19.85(1)(a), Stats. The purpose of the closed session is for the following:
 - §19.85(1)(c): Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility specifically related to interviewing candidates for the full-time Firefighter positions that are currently opened.

You are further notified that at the conclusion of the Closed Session, the Common Council may convene into open session pursuant to 19.85(2), Stats., for possible additional discussion and action concerning any matters discussed in closed session and for adjournment.

6. Adjournment

Chief Kevin Bierce
Fire Chief

February 26, 2018

NOTICE

It is possible that members of other governmental bodies of the municipality may be in attendance to gather information that may form a

quorum. At the above stated meeting, no action will be taken by any governmental body other than the governmental body specifically referred to above in this notice.

Any person who has a qualifying disability under the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible format must contact the Pewaukee Fire Department at (262) 522-2500 by 12:00 p.m. the Friday prior to the meeting so that arrangements may be made to accommodate your request.

**CITY OF PEWAUKEE
FIRE COMMISSION AGENDA ITEM 3.**

DATE: March 8, 2018

DEPARTMENT: Fire Department

PROVIDED BY:

SUBJECT:

Discussion and Possible Action Regarding the Meeting Minutes Dated October 18th, 2017

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Minutes 10.18.2017

In attendance: President Mark Millard, Secretary Angelo Bertoni, Commissioner Elaine Kroening, Commissioner Kathleen Novack, Chief Kevin Bierce, AC Mark Hoppe, Lisa Bergersen and Rita Skebba

- 1.0 Pledge of Allegiance and Moment of Silence [Millard]
 - 1.1. Call to Order – President Millard called the meeting to order at 1:00 p.m.
 - 1.2. Roll Call
- 2.0 Public comments: None
- 3.0 Discussion and Possible Action to Approve the Meeting Minutes of August 23rd, 2017: **A motion was made and seconded, (E. Kroening, A. Bertoni) to approve the minutes of August 23rd, 2017.** Motion passed : 4-For 0-Against
- 4.0 **Update on Current Department Status:** Chief Bierce gave a presentation on the current status of the department. He stated that we have not changed our mission statement. He stated that in 2016 to 2017 the department completed the accreditation process. There are only 220 departments in the nation that are accredited departments. This is a process and you have to do annual updates to stay in the process. This is a 5 year project and we will have to go before the commission again. President Millard asked Chief Bierce who was in charge of the accreditation process. Chief Bierce stated that AC Hoppe is the department's accreditation manager. He also stated that the department ISO rating was reviewed again and that we are currently at a 2 rating and that puts us in the top 3% of the nation. He stated he will ask to have this reviewed again in the future in hopes of getting a 1. He stated that the department completed the Wisconsin Department of Safety and Professional services audit. We also have upgraded our paramedic service and skill sets. The department now has an ultra sound machine and we can do ultra sounds in the field. This report along with the ekg can be transmitted to the hospital while en route. He stated that Dr. Mark Schulz our medical control physician has also been showing up on some scenes and is running as med one. He stated that Dr. Schulz is also a trauma surgeon and would be there for any advanced care needed. Chief Bierce stated that we have also upgraded our inspection bureau. He stated that some of the challenges we have are increase activity level, increased overlapping response, decreased paid on call staffing and recruiting. He stated that neighboring agencies are also have staffing challenges. Our goals for the year are to utilize the response date and recommendations identified in the strategic plan, increase staffing levels, create a qualified RTF, enhance response interagency training for command staff and review the community wide emergency operations plan.
- 5.0 **Review the Fire Department's Current Strategic Plan:** AC Hoppe stated that the strategic plan was developed in 2015. He stated that two of the goals are done and two are still in progress. We are still looking for a location for a potential 3rd station in the Northeast area to cut down on longer response times. The department is still working on staffing increases. He stated goals three and four were discarded. He stated we have been training with other agencies on rescue task force. He stated goal six was complete and we now have lieutenants on every shift at both stations and we will be hiring three more full time firefighters in April.
- 6.0 **Assess the New Hire Selection Process Most Suitable for the Commission and the**

Pewaukee Fire Department: Steps in the hiring process will include taking two tests, the National Fire Select test and the Profile XT Assessment test, There will be a Panel interview followed by a Chief's interview and then a Fire Commission interview.

- 7.0 **Develop the Timeline in the Selection / Assessment process:** Would like to put out advertisement in November and have applications and cover letter due by the end of December. Testing and interviews done by end of March with a hire date in April.
- 8.0 **Adjournment: Commissioner Kroening made a motion, seconded by Commissioner Bertoni to adjourn at 1:57pm.** The motion passed 4-For 0-Against.

Respectfully Submitted,
Rita Skebba

**CITY OF PEWAUKEE
FIRE COMMISSION AGENDA ITEM •**

DATE: March 8, 2018

DEPARTMENT: Fire Department

PROVIDED BY:

SUBJECT:

- §19.85(1)(c): Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility specifically related to interviewing candidates for the full-time Firefighter positions that are currently opened.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION: