



## **Pewaukee Fire Department**

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

### **FIRE COMMISSION MEETING NOTICE AND AGENDA**

**Friday, September 4, 2020**

**2:00 PM**

Common Council Chambers ~ City of Pewaukee  
W240 N3065 Pewaukee Road ~ Pewaukee, Wisconsin

- 
1. Call to Order and Pledge of Allegiance
  2. Public Comment - Please limit your comments to 2 minutes, if further time for discussion is needed please contact your local Alderperson prior to the meeting.
  3. Discussion and Possible Action to Approve the Fire Commission Meeting Minutes Dated March 9, 2020
  4. Discussion and Possible Action to Appoint the Fire Commission President
  5. Public Comment - Please limit your comments to 2 minutes, if further time for discussion is needed please contact your local Alderperson prior to the meeting.
  6. 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 the full-time firefighter candidates.
- 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.
7. Adjournment

Chief Kevin Bierce  
Fire Chief

September 1, 2020

**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:** September 4, 2020

**DEPARTMENT:** Clerk/Treasurer

**PROVIDED BY:**

***SUBJECT:***

Discussion and Possible Action to Approve the Fire Commission Meeting Minutes Dated March 9, 2020

***BACKGROUND:***

***FINANCIAL IMPACT:***

***RECOMMENDED MOTION:***

**ATTACHMENTS:**

Description

PC Minutes 3/9/2020

In attendance: Commissioner Kathleen Novack, Commissioner Elaine Kroening and Commissioner Thomas Farley. Also present were Chief Bierce, AC Hoppe and Rita Skebba

- 1.0 Pledge of Allegiance and Moment of Silence [Novack]
  - 1.1. Call to Order – Commissioner Novack called the meeting to order at 4:01pm
  - 1.2. Roll Call
- 2.0 Public comments: None
- 3.0 Discussion and Possible Action regarding the Meeting Minutes of March 8<sup>th</sup>, 2018: **A motion was made and seconded, (E. Kroening, T. Farley) to approve the minutes of March 8<sup>th</sup>, 2018.** Motion passed : 3-For 0-Against
- 4.0 Discussion and Possible Action regarding the Full-Time Firefighter Hiring Process: Chief Bierce stated that we are in the process of hiring four full-time firefighters this year. Fifteen applicants have applied and the applications have not yet been screened for qualifications. Chief Bierce stated he would like to make a list from this hiring process and keep that list good for a year. Chief Bierce stated that the number of candidates have dropped dramatically. Commissioner Kroening asked how we could get more candidates to apply without lowering the qualifications that we require now. AC Hoppe stated that maybe we could drop the MPO requirement and have them get it at a later date. Chief Bierce stated that he would like the hiring process to include a written exam, an individual profile and three interview panels consisting of ems panel, training panel and administration panel. He stated that the scores from this process would then be brought to the Fire Commission so they can interview the top candidates. Commissioner Farley asked how this would be scored. Chief Bierce stated that they would receive a score from each of the three processes and then those scores would be totaled. Commissioner Novack asked Chief Bierce what a passing score on the written test would be. Chief Bierce replied that a score of 70% or higher would be passing. Chief Bierce stated that he will start the process right away and hopes to have the tests results to the Fire Commission sometime in June so they can interview the candidates.
- 5.0 Closed Session - Adjourn Into Closed Session – You are hereby notified that the Fire Commission will immediately convene into closed session upon motion duly made and seconded and acted upon by roll-call vote as required under §19.85(1)(a), Stats. The Fire Commission along with City staff will attend the closed session. The purpose of the closed session is for the following:
  - For considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility as authorized under Section 19.85(1) (c), Wisconsin Statutes, specifically with regard to the Deputy Chief of Training position.

You are further notified that at the conclusion of the Closed Session, the Fire Commission may convene into open session pursuant to §19.85(2), Wisconsin Statutes, for possible additional discussion and action concerning any matters discussed in closed session. Commissioner Novack called for a roll-call vote to adjourn into Closed Session. **All members voted in favor of adjourning into Closed Session at 4:28pm.**

Re-Convene to Open Session: Commissioner Novack called for a roll-call vote to re-convene into Open Session. **All members voted in favor of re-convening and the meeting was now in Open Session at 4:40pm. Commissioner Farley made a motion, seconded by Commissioner Kroening to hire Dave Johnsen as the new Deputy Chief of Training for the Pewaukee Fire Department.** The motion passed 3-For 0-Against.

5.0 **Adjournment; Commissioner Novack made a motion, seconded by Commissioner Kroening to adjourn at 4:53pm.** The motion passed 3-For 0-Against.

Respectfully Submitted,  
Rita Skebba  
Administrative Assistant

**CITY OF PEWAUKEE  
FIRE COMMISSION AGENDA ITEM 4.**

**DATE:** September 4, 2020

**DEPARTMENT:** Clerk/Treasurer

**PROVIDED BY:**

***SUBJECT:***

Discussion and Possible Action to Appoint the Fire Commission President

***BACKGROUND:***

***FINANCIAL IMPACT:***

***RECOMMENDED MOTION:***

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

**DATE:** September 4, 2020

**DEPARTMENT:** Clerk/Treasurer

**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 the full-time firefighter candidates.

***BACKGROUND:***

***FINANCIAL IMPACT:***

***RECOMMENDED MOTION:***