

**Minutes of the Meeting of the Police and Fire Commission Held  
On Monday, February 26, 2018 pursuant to notice duly given**

1. Meeting called to order by President Young at 5:30 p.m.
2. Roll Call: Russ Young, Sheri Groll, Joe Watt, Bill Carriveau, Cliff Martin  
Also Present: Chief Reed, Captain Rehberg, Administrator Perrizo as recording secretary
3. Approval of Agenda  
**Moved by Watt, seconded by Groll to approve the agenda.** **M/C**
4. Approval of Meeting Minutes from 01/22/18.  
**Moved by Watt, seconded by Martin to approve the minutes.**  
**Motion carried upon verbal voice vote.** **5 ayes**
5. Public Input  
None.
6. Correspondence  
Rehberg read aloud a letter from the Boy Scouts thanking the Police Department for participating in career day at the middle school. The Fire Department also received a similar letter.
7. Discussion/Recommendation/Approval on:
  - a. Administrative Assistant Job Description  
Young questioned why the minimum requirements included a high school degree/equivalent and an associate degree. He's concerned that we may limit our pool of applicants with requiring this level of education. Perrizo suggested that Reed's signature be included on the last page.  
  
**Moved by Young, seconded by Watt to approve the administrative assistant job description with the suggested changes.**  
  
**Motion carried upon verbal voice vote.** **5 ayes**
8. Review/recommendation on Police Fire and Rescue Reports  
Rehberg reported that there were 52 ordinance violations, 53 traffic citations and 28 municipal citations issued in January, resulting in a very busy month. Regarding expenditures, Rehberg noted that oil changes have been \$75 in the past and he has negotiated a price with a different vendor to perform three oil changes for \$140. He will also get bids from local businesses for this work. Rehberg also informed that he is back to working his regular shift due to one officer being out on sick leave. Finally, all clerical applications have been received and Rehberg will review, interview and recommend a candidate for the part-time police clerk position.

Regarding Fire & Rescue, Reed reported that there is a contract with Woodlands Nursing Home that is up for renewal. The contract indicates that OFRD will provide potable water to the nursing home in the event of a disaster. Reed has several concerns about this and will discuss it with Attorney Calvert. In other news, Reed reported that the new extrication tools have arrived, there is a new Medical Director for the EMS service (Dr. Brennar from the Oconto Hospital), the department is beginning the process of asking to purchase a new ambulance in 2019 and the County Sheriff's Department has gifted a 2002 Hum-V to OFRD. The Hum-V has

been inspected by a mechanic and is being painted by the students at Oconto High School. There will be slide-in units purchased for it so that it can be used for multiple things. Finally, Reed handed out the annual report for OFRD.

**Moved by Martin, seconded by Groll to approve the police, fire and rescue reports.**

**Motion carried upon verbal voice vote.**

**5 ayes**

9. Review/approval of Listing of Accounts Payable for Police in the amount of \$14,626.64 and Fire/Rescue in the amount of \$18,744.48.

**Moved by Watt, seconded by Carriveau to approve the accounts payable for the police department.**

**Motion carried upon verbal voice vote.**

**5 ayes**

**Moved by Martin, seconded by Groll to approve the accounts payable for the fire/rescue department.**

**Motion carried upon verbal voice vote.**

**5 ayes**

10. President Young stated that the Commission may vote at approximately 5:51 p.m. to convene into Closed Session pursuant to notice duly given and as allowed by Wis. Stats. 19.85(1)(c) for discussion on personnel matters.

a. Police Chief Applications

**Moved by Watt, seconded by Martin to enter into closed session at 5:51 p.m.**

**Motion carried upon verbal roll call vote.**

**5 ayes**

Also present in closed session: Administrator Perrizo

11. **Moved by Martin, seconded by Watt to return to open session at 6:55 p.m.**

**Motion carried upon verbal voice vote.**

**5 ayes**

12. Action/Discussion on Matters from Closed Session

**Moved by Young, seconded by Watt to interview the chosen candidates on April 2.**

**Motion carried upon verbal voice vote.**

**5 ayes**

13. **Moved by Watt, seconded by Carriveau to adjourn @ 6:56 p.m.**

**Motion carried upon verbal voice vote.**

**5 ayes**

Respectfully Submitted:  
Sara J. Perrizo, CPA  
Administrator