

**VILLAGE OF HARTLAND
POLICE & FIRE COMMISSION
MEETING MINUTES
TUESDAY, May 08, 2018
7:00 P.M.**

BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE

- 7:00 PM Meeting called to order by Commission President Loppnow
 - Commission Secretary Redlin read the roll for attendance
 - Present : Commissioners Loppnow, Redlin, Rebholz, Wojciechowski, Riesinger
 - Also in attendance : Interim Police Chief Rosario J. Collura, Captain of Police Stacy V. Kelsey, Fire Chief David Dean, and Hartland Village Administrator David Cox
 - Pledge of Allegiance led by Commissioner Loppnow.
 - Commission President Loppnow made an Announcement that a Closed Session will be held at the conclusion of the regular agenda items, after which the Commission will adjourn, directly.
1. Consideration of a motion to approve the Police and Fire Commission Minutes for meetings held on April 10 and 14, 2017.
 - a. Motion by Commissioners Wojciechowski / Riesinger to approve the Hartland Police & Fire Commission minutes for the meetings of April 10th and 14th, 2017. The motion carried on the unanimous vote of the Commissioners.
 2. Per Police and Fire Commission Rules – Annual Election of Officers for 2018/2019 Term
 - a. Consideration of a motion for nomination of the 2018/2019 Police and Fire Commission Officers

Motion made by Commissioners Rebholz / Riesinger to nominate and re-elect Susan Loppnow to the position of Commission President, nominate and re-elect Jon Wojciechowski to the position of Commission Vice President, and nominate and re-elect Ralph Redlin to the position of Commission Secretary. The motion to elect each candidate, as nominated, carried on the unanimous vote of the commissioners.
 3. Police Department Update and Monthly Report
 - a. Interim Chief Collura reported that the new Ford Explorer vehicles are all “up and running”, while the now retired Chevy Impalas are being sold “online”.
 - b. According to the Chief, the HPD recently has experienced a significant increase in Calls-for-Service, including several “driving under the influence” situations.
 - c. The Chief also related that, recently, he and Administrative Assistant Nora Santella attended an “update” class on “Open Records Law” sponsored by the Law firm of von Briesen and Roper, S.C.
 - d. Interim Chief Collura went on to report that members of the HPD had recently undergone additional training on the use of the “toximeter”.

e. According to Interim Chief Collura, the HPD is busy with preparations for security at upcoming seasonal events in the Village of Hartland, including the “Hometown Celebration” and the “Annual Street Dance”.

f. The Chief also reported that the HPD is proceeding with background checks related to the two recently determined candidates for the HPD Police Officer position. He currently is anticipating a “start date” of some time in June or early July for the new Officer.

g. Interim Chief Collura indicated that he and the HPD have now begun analysis work in preparation for the next Village of Hartland HPD budget.

h. HPFC Commissioner Mark Reisinger then presented a graphic “flow-chart” tool, illustrating the Village of Hartland Police Chief Interview Process – 2018; the Commissioners discussed the Chart and the Process at some length upon which they determined that ...

1. The Village would most likely, on recommendation of the HPD Command Staff, utilize the services of an individual who is a retired FBI Agent to conduct the “background checks” for candidates for replacement Chief of Police, once the HPFC determines who that is.

2. The HPFC will conduct 1st Interviews of those identified/selected candidates for Chief at a Special Meeting to do so on Saturday, June 16th, 2018, beginning at 8AM and running for as long as necessary to complete the interviews that day. It is also planned that the HPD Command Staff will witness the interviews as conducted by the HPFC at that time. The Commission plans to reserve an hour for a lunch-break that day.

3. The Commission has, additionally, scheduled a Special Meeting for June 21st, beginning at 5PM to witness 2nd Interviews of the identified/selected candidates as conducted by the HPD Command Staff at that time. Commissioner Redlin will be traveling and unavailable to attend the 2nd interview session on that date.

4. The process and date for the HPFC to decide *which* Candidate(s) will move forward after the 2nd interviews has *not* been scheduled at this time, but will be on a date after June 29th, when *all* commissioners can be present for deliberations.

4. Fire Department Update and Monthly Report – Fire Chief David Dean

a. The Chief reported that the HFD experienced 60 Ambulance Runs and 20 Fire Calls during the Month of April, 2018, noting that there were significantly more than average, or anticipated, for the month.

b. Chief Dean related that the new ambulance is now “in service”, as scheduled.

c. The Chief also detailed a recent “audit and review” of HFD Workman’s Compensation, Risk Prevention, Safety and Service Procedures by a representative from the insurance company which underwrites the related insurance policy for the Village of Hartland.

d. According to Chief Dean, as reported last month, the HFD recently, on 4/21/2018, visited a young Village of Hartland resident as part of the “Love Your Melon” campaign.

e. Chief Dean reported that he, on behalf of the Village of Hartland and the HFD, had received a formal “Thank You” from the Western Lakes and Sussex Fire Departments for assistance rendered.

f. The Chief went on to distribute a list of **Drills-Training** and **Upcoming Events** involving the HFD .

g. Chief Dean commended HPD Officers Thomas Bagin and Nicholas Greenwood for their recent, capable assistance in rescuing a stranded cat from a storm sewer on Granary Circle in the Village of Hartland.

h. The Chief related that recently an article on the HFD and one of its members, Tyler Williams, appeared in the Lake County NOW, newspaper on April 19th. The Chief reminded the Commissioners that Tyler, though diagnosed as "Autistic", is a very valuable member of the HPD and Chief Dean commended Tyler's outstanding work with the HFD.

5. Consideration of a Motion to Adjourn into Closed Session

Consideration of a motion to recess to closed session pursuant to State Statutes §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 to review applications submitted for position of Police Chief, discuss questions that will be utilized in the Police Chief hiring process and to adjourn thereafter without reconvening into open session pursuant to §19.95(2). [ROLL CALL VOTE].

On motion of Commissioners, Wojciechowski / Redlin to *enter* closed session, the roll call vote to *enter* closed session was taken as follows:

Commissioners Loppnow "yes", Wojciechowski, "yes", Redlin "yes", Rebholz "yes", Riesinger "yes"

The commission *entered* closed session at 7:47 PM

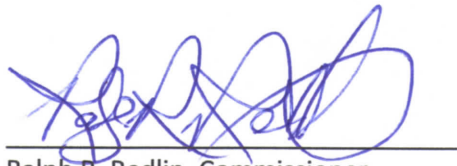
On motion of Commissioners Wojciechowski / Rebholz the closed session *ended* and the Commission Adjourned.

The roll call vote to *exit* closed session *and* Adjourn was taken as follows:

Commissioners Loppnow "yes", Wojciechowski "yes", Redlin "yes", Rebholz "yes", Riesinger "yes"

The Commission *exited* closed session *and* Adjourned at 9:44 PM

Respectfully submitted,



Ralph R. Redlin, Commissioner
Commission Secretary

Susan M. Loppnow, Commissioner
Commission President