

BOARD OF POLICE AND FIRE COMMISSIONERS MINUTES
September 9, 2016

President Koch called the meeting to order.

A. Roll Call

Present at roll call were Commissioners Charles Koch, Angie Rogerson, Lois Kaster, and Dan Bestul. City Administrator Rath was also present. Commissioner Jean Ruda was absent.

B. Correction of Minutes

Motion made by Dan Bestul and seconded by Lois Kaster to approve. Motion carried.

C. Discuss and possibly take action to finalize hiring process, qualifications, and timeline for recruitment and hiring of a replacement Fire Chief

Charles Koch recommended going out for applications for a certain amount of time to see what we get. Discussion ensued. Admin. Rath further explained how the Neogov process works and provided other information. He provided a job description and explained that no action was needed on that. Questions and discussion ensued. The Commission agreed to set a deadline for applications at 30 days and agreed to go with the duties in the job description presented by Admin. Rath. The Commission generally agreed to the supplemental questions and points presented by Admin Rath, but added 5 points for being a veteran and deleted the questions "Are you a current City of Monroe employee" and "Are you able and willing to serve on call with the exception of scheduled days off". The make-up of a committee for interviewing was then discussed.

Admin. Rath recommended the following process: 1. take applications & score and schedule some for an exam, 2. possibly do an administrative assessment, 3. do oral interviews and rank, 4. do background checks on top candidates, 5. extend a conditional offer contingent on medical screening and psychological test. Motion made by Lois Kaster and seconded by Dan Bestul to follow this process outlined by Admin. Rath. Motion carried on voice vote.

Affirmative action was then discussed. Motion made by Dan Bestul and seconded by Lois Kaster to recognize the City of Monroe is an affirmative action employer and adopt all affirmative action policies regarding recruitment and hiring. Motion carried.

More discussion ensued. The Commission generally agreed to hold another meeting on Oct. 11, 12, or 13 to review the applications and decide how to proceed.

D. Adjournment

Motion made by Angie Rogerson and seconded by Lois Kaster to adjourn. Motion carried.

Carol J. Stamm, CMC/WCMC
City Clerk/Director of General Government