

**MINUTES OF POLICE AND FIRE COMMISSION
MEETING OF MAY 18, 2023**

4:00 p.m.

Council Chambers (203 South Farwell Street)

MEMBERS PRESENT: Disa Wahlstrand, Stephanie Finn, David Anderson

MEMBERS ABSENT: Kimberly Cronk, Selika Ducksworth-Lawton

STAFF PRESENT: Police Chief Matt Rokus
Interim Fire Chief Al Bertrang
Deputy Fire Chief Matt Jaggar
Human Resources Director Colleen Schian
Deputy City Attorney Doug Hoffer

The Commission convened in open session at 4:01 p.m. Meeting was called to order by Commissioner Finn. Commissioner Finn asked if there were any corrections or additions to the minutes of the Police and Fire Commission meetings held November 17, 2023, March 16, 2023, April 24, 2023, April 26, 2023, and May 10, 2023. No corrections or additions were noted, and the minutes stand approved as circulated.

Commissioner Finn gave an overview with regard to the status of negotiations with the candidate for Fire Chief.

Based on the interviews conducted and discussion held in closed session on May 10, 2023, a motion was made by Commissioner Wahlstrand, seconded by Commissioner Anderson, and passed unanimously to appoint Matthew (Matt) Jaggar as Fire Chief for the City of Eau Claire effective May 19, 2023.

The Commission congratulated Deputy Chief Jaggar. Deputy Chief Jaggar's swearing-in ceremony will be held on for Monday, June 5, at 4:00 pm, at Fire Station #10, located at 820 Malden Avenue, Eau Claire.

Chief Rokus provided a personnel update. Since the March 16, 2023 meeting, there have been three new hires and no separations. Earlier in the week, Chief's staff interviews were held with candidates currently on the Police Officer eligibility list. Several of those candidates were moved to the next step in the selection process, the background investigation. The next hiring process is expected to begin in July.

Chief Rokus also provided an operational update. A discussion was held regarding Special Event planning within the Department. Some notable special events that will be held in the coming months include the Summer Concert Series, a new event, Hmongfest, July 4th fireworks,

Country Jam, and the University of Wisconsin – Eau Claire’s homecoming. All of these events will require hours from the Department’s personnel to support these events.

Interim Chief Bertrang provided a personnel update. Since the last meeting in March, there have been four separations. Two of them were resignations to go to a different department, and two were retirements, one of them being Chief Bell. There are currently eight openings, but there are currently six signed conditional offer letters, with one more anticipated pending PFC approval. The Department plans to have these new Fire Fighters begin recruit training on June 5, 2023.

A discussion was also held regarding the current recruiting efforts. Recently, the Fire Department attended a career fair that 2000+ middle and high schoolers attended. Other efforts include visiting North and Memorial High Schools for other career fairs and mock crashes, and reaching out to speak with classes at Chippewa Valley Technical College.

Interim Chief Bertrang also discussed a recently received grant through FEMA that allowed the Department to purchase new gear including automatic CPR compression machines for each ambulance. The Fire Department Annual Report was also presented to the Commissioners. It was asked if anyone had questions on the report, none were noted at this time.

Interim Chief Bertrang also announced his pending retirement, scheduled for August 2023. The Commission thanked Interim Chief Bertrang for his many dedicated years of service at the Eau Claire Fire Department.

A discussion was held regarding the promotion of Fire Fighter Michael Linstedt to Fire Engineer. Commissioner Anderson made a motion, seconded by Commissioner Wahlstrand, and passed unanimously, to approve the promotion of Michael Linstedt. Interim Chief Bertrang also recommended that six candidates be added to the promotional eligibility list for Fire Engineer, three for Fire Lieutenant, and eight for Fire Captain. Commissioner Wahlstrand made a motion, seconded by Commissioner Anderson, and passed unanimously, to approve the Fire Department Engineer promotional eligibility list. Commissioner Anderson made a motion, seconded by Commissioner Wahlstrand, and passed unanimously, to approve the Fire Department Lieutenant promotional eligibility list. Lastly, Commissioner Wahlstrand made a motion, seconded by Commissioner Anderson, and passed unanimously, to approve the Fire Department Captain promotional eligibility list. A discussion was held on the promotional testing process.

Elections of Commission officers were held as follows:

President: Commissioner Finn made a motion, seconded by Commissioner Anderson, and passed unanimously, to elect Disa Wahlstrand, President.

Vice President: Commissioner Anderson made a motion, seconded by Commissioner Wahlstrand, and passed unanimously, to elect Stephanie Finn, Vice President.

Secretary: President Wahlstrand recommended Kelsey Brunner continue as Secretary of the Police and Fire Commission. Commissioner Finn made a motion, seconded by Commissioner Anderson, and passed unanimously, to elect Kelsey Brunner, Secretary.

The Conflict of Interest Statements were passed out to the Commissioners and signed. At 4:20 p.m., motion was made by Commissioner Finn, seconded by Commissioner Wahlstrand, and passed by unanimous roll call vote to go into closed session to discuss Fire Fighter interview questions and the Fire Fighter interviews held prior to the meeting.

Police Chief Matt Rokus left the meeting at 4:20 p.m.

At 4:36 p.m., motion was made by Commissioner Finn, seconded by Commissioner Anderson and passed unanimously to move into open session.

Discussion was held with regard to placing the candidate on the Fire Fighter eligibility list based on interview held prior to the meeting. Based on the discussion held and interviews, a Fire Fighter eligibility list was created. Motion was made by Commissioner Finn, seconded by Commissioner Anderson, and passed unanimously, to adopt the eligibility list, which shall remain in effect for one year.

President Wahlstrand asked if there are any future agenda items. It was noted that a series of short trainings presented by Deputy City Attorney should begin at the next regularly scheduled meeting. It was proposed that trainings will begin each meeting with a different topic related to the scope and duties of the Commission.

Motion was made by Commissioner Anderson to adjourn the meeting, seconded by Commissioner Finn and the meeting was adjourned at 4:41 p.m.

The next regularly-scheduled Police and Fire Commission meeting is July 20, 2023 at 4:00 p.m.

Minutes recorded by Kelsey Brunner, Police and Fire Commission Secretary.