

**MINUTES OF POLICE AND FIRE COMMISSION  
MEETING OF NOVEMBER 16, 2023**

*4:00 p.m.*

*Council Chambers (203 South Farwell Street)*

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MEMBERS PRESENT: Disa Wahlstrand, Stephanie Finn, and David Anderson

MEMBERS ABSENT Kimberly Cronk and Selika Ducksworth-Lawton

STAFF PRESENT: Police Chief Matt Rokus  
Fire Chief Matt Jaggar  
Human Resources Director Colleen Schian  
Human Resources Manager Carrie Riepl  
Administrative Associate IV (Police) Gracia Gullberg

The Commission convened in open session at 4:31 p.m. Meeting was called to order by President Wahlstrand. President Wahlstrand asked if there were any corrections or additions to the minutes of the Police and Fire Commission meetings held on September 19, 2023. No corrections or additions were noted, and the minutes stand approved as circulated.

Chief Rokus provided a personnel update. Since the Commission's September meeting, there have been no Police Officers who have left the Department. The previous Administrative Associate for the Department has recently been promoted to a position outside of the Police Department. The new Administrative Associate, Gracia Gullberg, was introduced to the Commission. A discussion was held regarding the current recruitment process. There are currently four accepted conditional job offers with the potential for two more by the end of the month. The next recruitment for a new eligibility list starts next week.

Chief Rokus provided an eligibility list with ten candidates for consideration for the sergeant promotional eligibility list. A brief description was provided of the recruitment and interview process and a discuss was held regarding the candidates. Commissioner Finn made a motion, seconded by Commissioner Anderson, and passed unanimously, to approve the promotional eligibility list.

Chief Rokus also provided an operational update. The Eau Claire Community Foundation has selected the Eau Claire Police Department as one of the first ever recipients of the William A. Bingham Family Endowment grant. The Police Department did not apply for this, but was notified of the generous donation in October. The grant will help fund drone that will be used as part of the Eau Claire County Child Abduction Response Team (CART). The remaining balance will be used for mental health initiatives for Police Department employees.

Chief Jaggar provided a personnel update. Chief Jaggar brought forward the promotion of Fire Fighter Brett Klonecki to Fire Engineer. The promotion to Engineer is from the promotional eligibility list established in May 2023 by the Police and Fire Commission and did not need additional approval. Currently, the Fire Department has six openings and six additional

openings from the SAFER grant. The need for additional recruitment opportunities was discussed, as well as the need to explore lateral transfers to fill these roles. In conjunction with Human Resources and the City Attorney, lateral transfer language was approved for the Fire Department.

Chief Jaggar also provided an operational update. A discussion was held regarding the current organization of the Fire Department. The safety and risk management duties are currently being shifted back to Human Resources, which will open up the Fire Department staff for other duties. A discussion was also held regarding the study of the Fire Department from McGrath Human Resources Group, and the actions they recommended.

A discussion was held regarding the updates to the current City of Eau Claire Police and Fire Commission Manual. Since the last meeting, all previously discussed changes have been incorporated and distributed to the Commission. Commissioner Anderson made a motion, seconded by Commissioner Finn, and passed unanimously, to adopt the updated manual. It was noted that the Code of Conduct was not adopted yet due to the absence of two members, and will be discussed at the January meeting so everyone can give input.

President Wahlstrand asked if there are any future agenda items and the Code of Conduct and the potential for virtual meetings were noted.

At 4:57 p.m., a motion was made by Commissioner Anderson, seconded by Commissioner Finn, and passed by unanimous roll call vote to go into closed session to conduct the formal performance review of the Fire Chief, Matt Jaggar, and discuss the Fire Fighter interviews held prior to the meeting.

At 4:57 p.m., Gracia Gullberg, Chief Rokus, and Carrie Riepl left the meeting.

At 5:55 p.m., motion was made by Commissioner Anderson, seconded by Commissioner Finn and passed unanimously to move into open session.

Based on the discussion held and interviews conducted in closed session, a Fire Fighter eligibility list was created. Motion was made by Commissioner Anderson, seconded by Commissioner Finn and passed unanimously, to adopt the new eligibility list, which shall replace the previous list and remain in effect until November 16, 2024.

Motion was made by Commissioner Anderson to adjourn the meeting, seconded by Commissioner Finn and the meeting was adjourned at 6:00 p.m.

The next regularly-scheduled Police and Fire Commission meeting is January 18, 2024 at 4:00 p.m.

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