

**MINUTES OF POLICE AND FIRE COMMISSION
MEETING OF MAY 16, 2024**

4:00 p.m.

Council Chambers (203 South Farwell Street)

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

MEMBERS ABSENT Jon Standiford

STAFF PRESENT: Police Chief Matt Rokus
Fire Chief Matt Jaggar
Deputy Fire Chief Tony Biasi
Human Resources Director Carrie Riepl

The Commission convened in open session at 4:05 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 January 18, 2024, February 13, 2024, and April 10, 2024. No corrections or additions were noted, and the minutes stand approved as circulated.

Chief Rokus provided a personnel update. Currently there are 14 vacancies in the department. Since the passage of the Public Safety Referendum in November 2022, the department has hired 14 officers. Two new officers also started this week, and there are currently seven additional candidates in the background process from the previous eligibility list. There has also been one promotion since the last meeting off the current Sergeant promotional eligibility list. Adam Bembnister was promoted to Sergeant and was also sworn in this week.

An update was also given regarding the upcoming retirements in the department, and the promotional process timelines to fill those roles. Promotional processes for Lieutenants and a Deputy Chief will begin soon. Chief Rokus asked if there were any questions, and none were noted.

Chief Rokus also provided an operational update. The Police Department 2023 annual report was distributed and briefly discussed. A discussion was also held on the civil rights lawsuit regarding a 2019 traffic stop, and a recent claim of damages regarding an officer-involved critical accident from 2022. Chief Rokus asked if there were any questions, and none were noted.

Chief Jaggar provided a personnel update. Currently there are five vacancies in the Fire Department, with one conditional offer pending. There have been ten Fire Fighters hired in 2024, with six of them still in the academy while working a 40 hour per week schedule with the department. There have been two separations since the last meeting and there are three forecasted retirements for 2024. Chief Jaggar asked if there were any questions, and none were noted.

Chief Jaggar also provided an operational update. The current strategic planning for the department and updating of metrics and goals was discussed. Engine 2 was also just received after being ordered in 2022, and it should be in service in a few weeks. A discussion was also held regarding the recent closure of Sacred Heart Hospital and how that is affecting service times. Due to hospital bed availability, the service time has increased from 5 minutes to 15 minutes. However, the metric “water on fire” is still at 6.5 minutes, which is well below national average.

A discussion was also held regarding the public outreach efforts of the Fire Department. In the last couple of months, the department has attended 19 community outreach events. The upcoming Public Protection Classification Evaluation was also discussed. This ranks the department’s ability to protect against loss from fire in the community. The department’s previous evaluation was in 2015 and they received a class 2 ranking. Only 3% of departments get a class 2 or better.

Elections of Commission officers were held as follows:

President: Commissioner Anderson made a motion, seconded by Commissioner Utke, 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 HR Specialist 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 and the Code of Conduct Acknowledgement were passed out to the Commissioners and signed.

At 4:46 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 discuss Fire Fighter interviews held prior to the meeting.

At 4:46 p.m., Chief Rokus left the meeting.

At 4:56 p.m., a 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 Finn, seconded by Commissioner Anderson and passed unanimously, to adopt the new eligibility list, which shall remain in effect until May 16, 2025.

President Wahlstrand asked if there are any future agenda items, and it was discussed that Deputy City Attorney, Doug Hoffer, may consider doing a presentation on the scope of the commission now that there are new members.

Motion was made by Commissioner Anderson to adjourn the meeting, seconded by Commissioner Utke and the meeting was adjourned at 4:59 p.m.

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

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