



City of Reedsburg
134 South Locust Street, P.O. Box 490
Reedsburg, WI 53959
Ph. 608-524-6404 Fax. 608-524-8458
www.reedsburgwi.gov

**POLICE & FIRE COMMISSION
AGENDA**

**Wednesday, December 4, 2019
Reedsburg Police Department, 200 S Park Street
6:00 PM**

CALL TO ORDER:

ROLL CALL:

Meeting has been posted and is in compliance with Wisconsin Open Meetings Law.

THE COMMITTEE WILL RECEIVE INFORMATION ON NON-AGENDA TOPICS BROUGHT BEFORE THE COMMITTEE BY MEMBERS OF THE PUBLIC. THE COMMITTEE WILL NOT DISCUSS THESE TOPICS, AND WILL NOT TAKE ACTION ON ANY OF THEM AT THIS MEETING.

GENERAL BUSINESS:

Approve/Deny request of Fire Chief Douglas to waive the written examination requirement for the position of Fire Inspector as permitted in section 2.08 of the Police & Fire Commission Bylaws and Procedures.

The Commission will enter into closed session, under section 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically, interviewing candidates for Police Detective.

ADJOURN

Posted: 11/29/2019

Notice is hereby given that a majority of the members of the Common Council may attend this meeting to gather information about a subject over which the Common Council has decision-making responsibility. If a quorum of the Common Council attends this meeting, no action will be taken by the Common Council at this meeting.

Any person who has a qualifying disability as defined by the American with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact the City Clerk at 524-6404, 134 S. Locust Street, Reedsburg, WI at least 48 hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.

Excerpts from PFC Bylaws and Procedures:

2.08 WAIVER OF RULES: The Commission may waive any specific provision of these Bylaws relating to hiring or promotions upon the Chief's request or upon passage of a proper motion by the Commission.

5.05 SUBSTANCE OF EXAMINATION:

a. **GENERAL:** Subject to the provisions of Section 5.05 (c), the examination shall be a multi-stage assessment process that fairly tests the applicants' capacity to successfully perform the duties of the position. Each original entrance examination shall consist of the following stages to be administered in the order as listed in Section 5.05 (b). Any applicant who fails to pass any examination shall be removed from the process at that point and denied the opportunity to participate in further examinations for the position.

b. **ORDER OF EXAMINATION:**

1. **WRITTEN EXAMINATION:** The written examination may include a standard intelligence quotient test, a mechanical comprehension test, a test of practical knowledge and ability, and such other job-related tests as the Commission may deem of assistance in the selection process. All written questions for a particular position shall be the same for all applicants for that position, designed to measure the job qualifications and skills required for the position, and asked of each applicant.

2. **ORAL EXAMINATION:** An oral examination shall be used to evaluate the applicant's demeanor, personality, ability, and skills related to the position's duties and responsibilities. All questions shall be the same for each applicant, designed to measure the applicant's job qualifications, and skills and asked of each applicant.

3. **CHARACTER INVESTIGATION:** The character investigation shall be used to determine whether the applicant possesses any disqualifying criminal record or personal history with respect to the qualifications of the position. The character investigation shall not be assigned a score to be used in rating the applicant. Evidence of unsatisfactorily character or activities shall be grounds for disqualification.

4. **MEDICAL AND PSYCHOLOGICAL EXAMINATIONS:** Every person to whom a conditional offer of appointment has been made under the provisions of either Section 6.01 or Section 6.02 of the Rules shall be examined by a licensed physician and mental health professional approved by the Commission. The examinations shall be solely for the purpose of verifying that the candidate is capable of meeting the essential job functions, and to address those physical, psychological and health requirements which relate to the occupational qualifications for the position, or the nature of any reasonable accommodation required to enable the applicant to meet these requirements.

5. **OTHER EXAMINATIONS:** The Commission may require other examinations as deemed necessary in the case of individual position selections, provided the Commission determines which other examinations are to be required prior to the commencement of recruitment and applies them equally to all applicants for the position.

c. WAIVER: The Commission may forego or modify any phase of the assessment process specified under Subsection (b) in the case of individual position selections, provided the Commission determines any such assessment is unnecessary and not to be in the Department's best interests.