

**Western Lakes Fire Commission**  
**Special Meeting**  
**May 15, 2019**

**Call to Order**

- Chris Kadow call the meeting to order at 6:00 p.m. Commissioners present were Chris Kadow, Diane Gard, and Brian McKeown. Scott Kussow was excused. Also, in attendance was Chief Brad Bowen.

**Proof of Notice**

- Chief Bowen announced that the notice was posted May 14<sup>th</sup> to the district web site, newspapers and at stations 1 and 2.

**Pledge of Allegiance**

- Chris Kadow led the group in the Pledge of Allegiance.

**Announcement of Closed Session**

- Chris Kadow announced that the fire board would meet in closed session pursuant to section 19.85(1)(c), Wisconsin State Statutes, "To consider employment, promotion, compensation, or performance evaluation of the District's part-time and full-time employees, over which the Fire Board exercises responsibility; *Full time Assistant Chief Position*".
- The Fire Commission will reconvene into open session at the conclusion of the closed session.

**Public Comment**

- Chris Kadow opened the meeting to comments from the public, of which there was none.

**Approval of Minutes**

- The minutes of the February 5<sup>th</sup> meeting were not completed for the meeting.

**Closed Session**

- At 6:04 pm the commission convened

**Open Session**

- At 5:15 pm the Fire Board reconvened into open session.

**Discussion/Action - Assistant Chief eligibility list**

- Chief Brad Bowen presented to the Commission the process that the candidates went through for the position of Assistant Chief. There was a total of thirty applicants for the position with four being internal candidates. The list was narrowed to the top five through a series of internal and external evaluations. The top five candidates completed final interviews and assessments the morning of May 15<sup>th</sup> and were ranked according to their scores and qualifications.
- A motion was made by Diane Gard and seconded by Brian McKeown to approve the list as presented and forward to the Fire Board to determine the employment package. Motion carried.

**Discussion/Action - Part-time Captain eligibility list**

- Chief Brad Bowen presented to the Commission the process for part-time Captain and the current vacancies for the position. There were still two candidates eligible for the promotion upon completion of required certifications.
- A motion was made by Diane Gard and seconded by Brian McKeown to approve the list as presented and allow the Chief to fill vacant positions as necessary. Motion carried.

**Discussion/Action - Part-time Lieutenant eligibility list**

- Chief Brad Bowen presented to the Commission the process for part-time Lieutenant and the current vacancies for the position. There were still three candidates eligible for the promotion upon completion of required certifications.
- A motion was made by Diane Gard and seconded by Brian McKeown to approve the list as presented and allow the Chief to fill vacant positions as necessary. Motion carried

**Adjournment**

- A motion was made by Diane Gard and Seconded by Brian McKeown to adjourn the meeting at 6:45 p.m. Motion carried.