

Western Lakes Fire Commission

March 22, 2023

Call to Order

- Scott Kussow called the meeting to order at 5:03 p.m. Commissioners present were Scott Kussow, Mike Miller, Matt Yunk and Susan Marshall. Chris Kadow was excused.

Proof of Notice

- Chief Bowen announced that the notice was posted March 21, 2022 at 3:39 p.m. in accordance with open meeting laws.

Pledge of Allegiance

- Scott Kussow led the group in the Pledge of Allegiance.

Approval of Minutes

- A motion by Mike Miller seconded by Matt Yunk to approve meeting minutes from the December 14, 2022 Fire Commission Meetings. Motion carried.

Closed Session

- Scott Kussow announced that the Fire Commission will convene into 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 Commission exercises responsibility". (Discuss Potential Appointment of Assistant Chief and options related to the same) The Fire Commission will reconvene into open session at the conclusion of the closed session and, if appropriate, take action related to matters discussed during closed session.
- At 5:06 p.m. Susan Marshall made a motion for the Fire Commission to convene into closed session by roll call vote and was seconded by Mike Miller. Fire Commission proceeded to closed session by roll call vote unanimously.
- The Fire Commission will reconvene into open session at the conclusion of the closed session.

Open Session

- At 5:56 p.m. a motion by Mike Miller seconded by Susan Marshall for the Fire Commission reconvened into open session.

Update – District Staffing

- Chief Bowen presented to the commission staffing solutions, programs, and hiring completed the past six months.

Update – Full-time Firefighter/Paramedic Hiring Process

- The application process will include a written application, cover letter, resume, and five references. The assessment center will include an oral interview, public relations scenario, EMS scenario, and human resources/critical thinking scenario.

Update – Full-time Lieutenant Hiring Process

- The application process will include a written application, cover letter, resume, and five reference. The assessment center will include an oral interview, incident command, EMS scenario, and human resources/critical thinking scenario.

Discussion/Action – Full-time Assistant Chief Position

- A motion was made by Mike Miller and seconded by Susan Marshall to reopen the hiring process for Assistant Chief and authorize the Chief and Human Resources to proceed with the recruitment process for the position and the process to be open until filled. Motion carried.

Adjournment

- A motion was made by Mike Miller and Seconded by Matt Yunk to adjourn the meeting at 6:29 p.m. Motion carried.