



Police & Fire Commission  
September 5, 2018  
4:00 p.m.

Civic Center Committee Room

1. Call to Order by President Pleva
  - Commissioners Boknevitcz, Doan, Jaskulski, Stawski
  - Police Chief Hunter
  - Fire Chief Poplar
2. Action to be taken:
  - Appointment of Fire Captain
  - Appointment of Police Captain
  - Reinstatement of Police Officer DiFrancesco
3. Minute Approval
  - Minutes of the Police and Fire Commission meeting held May 2, 2018 - [Police and Fire Minutes 05-02-2018](#)
  - Minutes of the Police and Fire Commission meeting held May 8, 2108 - [Police and Fire Minutes 05-08-2018](#)
  - Minutes of the Police and Fire Commission meeting held July 2, 2018 - [Police and Fire Minutes 07-02-2018](#)
4. Correspondence
5. New Business
  - Police Department Update
  - Fire Department Update
6. Old Business
7. Adjourn

**PUBLIC NOTICE**

Upon reasonable notice, a good faith effort will be made to accommodate the needs of individuals to participate in public hearings, which have a qualifying disability under the Americans with Disabilities Act. Requests should be

made as far in advance as possible, preferably a minimum of 48 hours. For additional information or to request this service, contact the St. Francis City Clerk at 481-2300 Extension #4305. The meeting room is wheelchair accessible from the east and west entrances.

**NOTE:** There is a potential that a quorum of the Common Council may be present.

## **Minutes of the Police and Fire Commission Meeting Held May 2, 2018**

The meeting was called to order by President Pleva at 4:00 p.m.

Present: Commissioners: Pleva, Doan, Jaskulski (arrived at 4:15pm), Boknevitc & Stawski

Also Present: Chief Tom Dietrich, Nick Poplar – Interim Fire Chief

*Motion made by Commissioner Stawski, seconded by Commissioner Doan, to approve the minutes of the Police and Fire Commission meeting held on February 7, 2017. Motion carried.*

Correspondence:

- Letter of retirement notification dated April 9, 2018 from Chief Tom Dietrich effective May 15, 2018

New Business:

- Police chief and Fire chief job descriptions to be reviewed by the commission and forward recommendations to the Council for final approval.
- Update from Chief Tom Dietrich (Police Department):
  - Reviewed and discussed the provided summary between February 7 to May 2, 2018 on:
    - Burglaries (4)
    - Theft Investigations
    - Criminal Damage
    - Stolen Vehicles (2)
    - OWI (7)
    - Vehicle Pursuits (1)
    - Officer Anthony Galewski resigned April 27, 2018
    - Officer Robert De Francesco resigned May 15, 2018
    - Backgrounds being conducted on potential hires
    - Annual report 2017/UCR Statistics
- Update from Chief Poplar (Fire Department):
  - Update on new recruits
  - Acquire a Tahoe from Police, and a Durango at auction
  - Billing rates received by Council
  - Discussion of Benefit of Shared Services
  - Poplar will submit letter of interest for chief position
  - Discussion on flexing of chief hours
- Convened into closed session at 4:28pm. Motion by Commissioner Pleva, seconded by Commissioner Boknevitc, motion carried.
- Roll call. Also present Mark Johnsrud, Paul Alexy, Police Chief departed at 5:00pm

- Reconvened into open session at 5:34pm. Moved by Commissioner Stawski, seconded by commissioner Doan. Motion carried.

Old Business: None

- Motion made by Commissioner Doan, seconded by Commissioner Stawski to adjourn. Motion carried at 5:35pm.

Next Meeting: May 8<sup>th</sup> of 2018

Respectfully submitted,

Sandy Jaskulski  
Secretary

## **Minutes of the Police and Fire Commission Meeting Held May 8, 2018**

The meeting was called to order by President Pleva at 4:00 p.m.

Present: Commissioners: Pleva, Doan, Jaskulski, & Stawski

Also Present: Mark Johnsrud

Excused: Commissioner Boknevitiz

Discussion and Action Items:

- Police Chief job description
- Fire Chief job description

Several amended recommendations made Mark Johnsrud took a copy to make corrections and will forward to the Council for final approval. Motion made by Commissioner Stawski, seconded by Commissioner Doan. Motion carried.

Next Meeting: to be determined

Motion made by Commissioner Stawski, seconded by Commissioner Doan to adjourn. Motion carried at 4:43 p.m.

Respectfully submitted,

Sandy Jaskulski  
Secretary

## **Minutes of the Police and Fire Commission Meeting Held July 2, 2017**

The meeting was called to order by President Pleva at 4:00 p.m.

Present: Commissioners: Pleva, Doan, Jaskulski, Boknevitz & Stawski

Also Present: Kevin Hunter

Excused: Commissioner Doan

*Motion made by Commissioner Stawski, seconded by Commissioner Doan, to approve the minutes of the Police and Fire Commission meeting held on September 6, 2017. Motion carried*

Convened into closed session

- Motion made by Commissioner Boknevitz, seconded by Commissioner Stawski. Motion carried.
- Roll call
- Interview with Kevin Hunter regarding position of Police Chief
- Kevin Hunter excused
- Conversation regarding hiring of Police Chief

Reconvened into open session. Motion made by Commissioner Stawski, seconded by Commissioner Boknevitz. Motion carried.

Motion made by Commissioner Stawski, seconded by Commissioner Boknevitz to promote Nick Poplar to Fire Chief. Motion carried.

Motion made by Commissioner Stawski, seconded by Commissioner Boknevitz to promote Kevin Hunter to Police Chief. Motion carried.

Motion made by Commissioner Stawski, seconded by Commissioner Boknevitz to have President Pleva write the offer letter to Nick Poplar with the offer of position of Fire Chief. Motion carried.

Motion made by Commissioner Stawski, seconded by Commissioner Boknevitz to have President Pleva write the offer letter to Kevin Hunter with the offer of position of Police Chief. Motion carried.

Next Meeting: September 5, 2018 at 4:00pm

Motion to adjourn made by Commissioner Boknevitz, seconded by Commissioner Stawski. Motion carried.

Respectfully submitted,

Sandy Jaskulski  
Secretary