



Police & Fire Commission Meeting
November 3, 2021
4:00 PM

Civic Center Committee Room

1. Call to Order by President Boknevitiz
 - Commissioners Boknevitiz, Jaskulski, Kiepczynski, Stawski and Paradinovich
 - Police Chief Hunter
 - Fire Chief Poplar
2. Approval of [Minutes of the Police and Fire Commission September 1, 2021 Meeting](#)
3. Correspondence: [USA Triathlon](#)
4. New Business
 - Review and possible approval of Police Dept. hiring process for new round of hires and creating eligibility list. (Upcoming retirement January 2022).
 - Fire Dept: Captain Trost Retirement, FF Formanek resignation; New round of year end hiring process to create list of candidates.
5. Police Department Update
6. 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 St. Francis Police and Fire Commission Meeting

Held September 1, 2021

The Meeting was called to order by President Boknevitiz at 4:01 p.m.

Present: Commissioners: Boknevitiz, Jaskulski, Paradinovich, Stawski, and Kiepczynski

Also Present: Chief Hunter, Chief Nick Poplar –excused) with Captain Mike Buckhalter substituting

Minute’s approval of the Police and Fire Commission meeting held on May 5, 2021:

- Motion made by Commissioner Boknevitiz, and seconded by Commissioner Stawski to approve the minutes. Motion Carried.

Correspondence:

- None

New Business:

Police Department Update: from Chief Hunter

Battery – 10

Fraud – 10

Narcotic Violation – 15

OWI – 15 (May – 5) (July-6) (August-4)

Disorderly Conduct – 48

Criminal Damage to Property – 10

Vehicle Pursuit – 10

Weapons Violation – 4

Total Calls for Service: 2019 - 10,611

Total Calls for Service: 2020 – 9,175 (COVID related drop)

Total Calls for Service (01/01/2021 – 08/31/2021) – 6,625

Chief Hunter provided background information on some of these cases.

Fire Department Update- from Captain Buckhalter

2021 Incidents Since Last PFC Meeting:

- 481 EMS
- 175 Heavy Apparatus Responses

Detailed stats provided on attached documents.

- New firefighters continue to work on SFFD orientation and training manual.
- Semi-annual fire inspections completed in June, many were conducted by the entire daily shift to provide our new firefighters with response area familiarization.
- Labor / management disputes: (1) Grievance received regarding the denial of light-duty assignment for an injured member. The grievance was placed in abeyance (suspended) by L2717. Status to be updated in October.
- FF/Paramedic Ali is enrolled in Driver/Operator-Pumper class for fall of 2021.
- SFFD is sponsoring a firefighter student internship. We are aiming to cultivate firefighter-paramedic candidates. Our last internship was in 2016-2017, which was Nathan Denton.
- Captain Peter Trost submitted his notice of retirement. Pete's last date of employment will be October 14th, 2021.
- The Fire Captain and Fire Lieutenant promotional process will be conducted in early 2022.
- The joint hiring process (Wauwatosa, West Allis, North Shore, St. Francis) will begin in December 2021.
- Milwaukee County EMS obtained approval from the State of Wisconsin for transitioning BLS departments to ALS. SFFD is currently in the process of applying for our service upgrade approval.

Next meeting discussion: Chief Hunter request for added item to October agenda :

- New Business Item for next meeting : Police Dept Hiring Process with possible action taken
- Review of hiring process
- Approval of creating eligibility list for Police Department

Old Business:

- None

Motion to adjourn made by Commissioner Stawski, and seconded by President Boknevitiz to adjourn. Motion carried at 4:52 pm.

Next meeting: Wednesday October 6, 2021 at 4:00 pm.

Respectfully submitted,

Tom Kiepczynski

Secretary



October 14, 2021

Honorable Mayor Tutaj and distinguished City Council members,

My name is Brad Hildebrandt, I am the Safety Coordinator for USA Triathlon owned national events. USA Triathlon is the national governing body for triathlon in the U.S. We recently produced the National Age Group Triathlon Championships in Milwaukee. As part of our production protocols, we call on local fire, EMS, water safety personnel to assist with our safety operations. The role first responder professionals play in our operational and incident response plan is vital to our success in providing a safe event for our athletes. This responsibility is not taken lightly, we hosted over 6,000 athletes participating over August 6-8, 2021, weekend.

As a former full-time fire captain and tasked with leading the special operations teams in Omaha, NE for a 25 year span I can appreciate excellence when I see it. Your water rescue personnel that provided on-water rescue duties at the triathlon event were beyond excellent. The professionalism displayed pre, during and post event by the St Francis Fire personnel provided some of the highest we have collaborated with over my 5 years with USA Triathlon. Fire Chief Nicholas Poplar was communicative, knowledgeable and went above and beyond what we require.

I just wanted to pass this along and let you know you should be proud of the service this team provides and we look forward to working with Chief Poplar and his team when we return for another edition of the Age Group National Championships in 2022

Respectfully,

A handwritten signature in black ink that reads "Brad".

Brad Hildebrandt

Programs and Events Manager

USA Triathlon





CITY OF WAUWATOSA
invites applications for the position of:

Firefighter

SALARY:	See Position Description
OPENING DATE:	10/25/21
CLOSING DATE:	11/12/21 04: 30 PM

POSITION OVERVIEW:

The City of Wauwatosa, City of West Allis, City of St. Francis and the North Shore Fire Department are conducting a joint recruitment process to fill current and future vacancies of the entry level Firefighter/EMT position. The application and recruitment process will be a joint effort; however, each Fire Department will establish separate eligibility lists.

ESSENTIAL FUNCTIONS:

- Perform firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire combat, containment and extinguishment tasks.
- Perform emergency aid activities and provide emergency medical services.
- Participate in fire drills, attend classes in firefighting, emergency medical, hazardous materials, and related subjects.
- Receive and relay fire calls and alarms. Operate radio and other communication equipment.
- Participate in the inspection of buildings, hydrants, and other structures in fire prevention programs.
- Maintain fire equipment, apparatus and facilities. Perform minor repairs to departmental equipment.
- Perform general maintenance work in the upkeep of fire facilities and equipment; clean and wash walls and floors; care for grounds around station; make minor repairs; wash, hang and dry hose; wash, clean, polish, maintain and test apparatus and equipment.
- Assist in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency aid activities.
- Present programs to the community on safety, medical, and fire prevention topics.
- Perform salvage operations such as throwing salvage covers, sweeping water, and removing debris.
- Performs duties as a certified EMT-B, EMT-D or EMT-P, according to criteria and standards set forth by the department.
- Other duties as assigned by supervisors.

MINIMUM REQUIREMENTS:

1. Minimum of 18 years of age.
2. High school graduate.

3. Applicants must possess a valid Wisconsin's driver's license or such valid operator's permit recognized by the Wisconsin Department of Transportation as authorizing operation of a motor vehicle in Wisconsin. Restrictions as to physical reasons only will not disqualify a person for issuance of application, but may be a basis for rejection in the medical examination.
4. State of Wisconsin certification for Firefighter Level 1 or a certificate that bears the seal of the IFSAC (International Fire Service Accreditation Congress)/Pro-Board equivalent.
5. State of Wisconsin Emergency Medical Technician Basic License.
6. In order to be eligible for hire, applicants must possess a Candidate Physical Ability Test (CPAT) certificate from an IAFF/IAFC authorized testing site dated **no earlier** than March 4, 2021.
7. Residency requirement for West Allis ONLY: if hired, appointee must establish residency within one hour response time (30 minute drive time) from Fire Station 3 (10830 W. Lapham St.) as determined by the Fire Chief, within 18 months of hire; restrictions must be maintained throughout employment with the City of West Allis.
8. At the time of application, applicants shall certify that they do not smoke tobacco products.
9. If veteran, proof of honorable discharge.
10. Excellent moral character and highest personal integrity.

Preferred Requirements

1. Preference points will be given for current National Registry required for Paramedic (NRP - copy of wallet card required).
2. Preference points will be given for Bachelor's Degree with major in a fire related discipline, Bachelor's Degree in any discipline or Associate's Degree in Fire Science. Points for continuing education will only be awarded for one of the options listed (copy of diploma or transcripts with graduation date required).
3. Preference points will be given for Wisconsin Firefighter II Certification, Wisconsin Fire Apparatus Driver/Operator Certification, Wisconsin Fire Apparatus Aerial/Operator, Wisconsin Fire Officer I Certification, Wisconsin Fire Instruction I Certification and Wisconsin Fire Inspector Certification (Copy of Certifications Required).
4. Preference points will be given to candidates that are currently enrolled in Paramedic School (Proof of enrollment required).

ADDITIONAL INFORMATION:

SALARY INFORMATION

- **City of Wauwatosa:** The starting base salary is \$49,629 to \$78,698 annually after five years of service (January of 2020 rates) which compliments an excellent benefit package.
- **City of West Allis:** The starting base salary is 53,005.16 to \$79,673.62 annually after five years of service (October of 2021 rates) which compliments an excellent benefit package. The Department is currently in contract negotiations for 2022.
- **North Shore Fire Department:** The starting base salary is \$50,894 to \$77,228 annually after five years of service (2021 rates) which compliments an excellent benefit package.
- **City of St. Francis:** The starting base salary is \$56,731.80 to \$80,678.28 annually after five years of service which compliments an excellent benefit package.

WORK SCHEDULE INFORMATION

- **Wauwatosa & North Shore:** Both Fire Departments use a 3 platoon system where employees are on duty for 24 hours and then off duty for 24 hours; employees work three

shifts and then are off on the fourth shift. Duty hours, work schedules and assignments to a specific platoon are subject to change by Fire Department administrative directive.

- **West Allis:** The work schedule for sworn employees will be repetitive tour of duty cycle consisting of (24) hours on continuous active duty, followed by (48) continuous hours off duty; one (24) hour period on duty every (3) days.
- **St Francis:** The work schedule for sworn employees will be repetitive tour of duty cycle consisting of (24) hours on continuous active duty, followed by (48) continuous hours off duty; one (24) hour period on duty every (3) days. St. Francis also utilizes two (2) full-time flex shift firefighter positions. The flex shift firefighter position is assigned to a combination of 24 hour duty shifts and short shifts totaling 56 hours per week

THE SELECTION PROCESS:

The top scoring candidates that meet the minimum requirements and submit all required supplemental documents will be invited to pre-screening process that will include all or some of the following steps (depending on the agency):

1. **Departmental Interviews:** Approximately, the top 100 applicants whose total points (including veteran's preference points and other additional points as described above) will be invited to participate in pre-screening interviews conducted by the each department. ***Applicant must bring in their Driver's License at time of interview as proof of ID for interview.*** Additional interviews will be conducted if necessary.
2. **Police and Fire Commission Interview**
3. **Medical Evaluation, Psychological Evaluation and Drug Screen**
4. **Background Investigation**

****FAILURE IN ANY ONE SEGMENT OF THE PROCESS DISQUALIFIES THE CANDIDATE****

PROBATION: A Firefighter is required to serve a probationary period of (1) year. The employee may be subject to discharge without cause at any time during the probationary period.

APPLICATIONS WILL BE ACCEPTED UNTIL 4:30pm ON Friday, 11/12/2021. Qualified applicants will be notified via email of any examinations, interviews or other events required in the selection process.

APPLICATION PROCESS:

Step 1:

- Complete on-line application at the City of Wauwatosa's website: (www.wauwatosa.net)
- Attach a copy of your resume to your on-line application (optional)

Step 2:

- Submit the following supplemental documents by attaching them to the on-line application (preferred), in person, or by mail to the City of Wauwatosa's Human Resources Department. Faxed copies WILL NOT be accepted. All documents must be received by 4:30pm on Friday, 11/12/2021.

City of Wauwatosa

Human Resources Department
7725 W. North Ave.
Wauwatosa, WI 53213

Documents that must be received by 4:30pm on Friday, November 12, 2021:

1. Copy of high school diploma or transcripts or GED (Transcript must have graduation date)
2. Copy of DD214 (if applicable - for Veterans)
3. Copy of state of Wisconsin certification for Firefighter Level 1 or certificate that bears the seal of IFSAC/Proboard
4. Copy of State of Wisconsin Emergency Medical Technician Basic License
5. Wisconsin Firefighter II Certification (Optional/Preferred)
6. Wisconsin Fire Apparatus Driver/Operator Certification (Optional/Preferred)
7. Wisconsin Fire Apparatus Aerial/Operator (Optional/Preferred)
8. Wisconsin Fire Officer I Certification (Optional/Preferred)
9. Wisconsin Fire Instructor I Certification (Optional/Preferred)
10. Wisconsin Fire Inspector Certification (Optional/Preferred)
11. Copy of Current National Registry card for Paramedic (Optional/Preferred) (must be wallet card, certificate will not be accepted)
12. Copy of college diploma or transcripts (if applicable)

** Please note that items submitted will not be returned to the candidate. We do not need original documents, but copies must be legible. Preference points **will not** be given if documents are not provided.

Documents required at later steps in the process:

- Copy of certificate of passing the Candidate Physical Ability Test (CPAT) will be required at the time of the conditional offer (March 4, 2022). The certificate must be from an agency certified by the International Fire Chief's Association and the International Firefighter's Association to administer the exam. The date of the CPAT shall be no earlier than March 4, 2021. **Several locations offer the CPAT exam: (please bring a copy of the interview if you already have it)**
- City of West Allis Fire Department: <http://www.westalliswi.gov/fire>
- Northeastern Illinois Public Safety Training Academy: www.nipsta.org
- Northcentral Technical College: www.ntc.edu

For more information on the exam and other locations, please visit <http://www.candidatephysicalabilitytest.com>

For further questions regarding the hiring process or the position, contact North Shore Fire's Administrative Coordinator, Kerry Wenzel at 414-357-0113 or Wauwatosa Fire Department's Office Manager, Amy Barron at 414-479-3446.

The City of Wauwatosa, West Allis and the North Shore Fire Department are equal opportunity employers. All individuals including women, minorities and those with disabilities are encouraged to apply.

ADDITIONAL INFORMATION:

Receives instruction and supervision from the Assistant Fire Chief.

7725 W North Avenue
Wauwatosa, WI 53213
(414) 479-8955

Firefighter Supplemental Questionnaire

- * 1. Are you 18 years of age or older?
 Yes
 No
- * 2. Do you possess a valid Driver's License?
 Yes No
- * 3. Have you received a High School Diploma or equivalent?
 Yes
 No
- * 4. What is the highest level of education you have completed?
 HS Diploma or GED
 Associate's Degree
 Bachelor's Degree
 Master's Degree or Higher
 I do not possess a diploma or degree
- 5. If you have continuing education beyond high school, what is your degree in or area of study?
- * 6. Do you possess a State of Wisconsin certification for Firefighter Level 1 OR a certificate that bears the seal of IFSAC/Pro-Board?
 Yes
 No
- * 7. Do you possess a State of Wisconsin Emergency Medical Technician (EMT) License?
 Yes
 No
- * 8. Do you possess a Current National Registry card for Paramedic?
 Yes No
- 9. If you answered "no" to the last question, are you currently enrolled in school to be a Paramedic?
 Yes No

- * 10. Do you currently possess a certificate of passing the Candidate Physical Ability Test (CPAT) from an agency certified by the International Fire Chief's Association? (The date of passing CPAT shall be no earlier than March 4, 2021)
- Yes No
11. If you answered yes to the previous question, what is the date of your CPAT?
- * 12. Do you possess a WI Firefighter II certification?
- Yes No
- * 13. Do you possess a WI Fire Apparatus Driver/Operator Certification?
- Yes No
- * 14. Do you possess a WI Fire Apparatus Aerial/Operator Certification?
- Yes No
- * 15. Do you possess a WI Fire Inspector Certification?
- Yes No
- * 16. Do you possess a WI Fire Instructor I certification?
- Yes No
- * 17. I understand that the City of Wauwatosa, City of West Allis, North Shore and St. Francis Fire Departments exercise their right under state law to refuse to employ an applicant for the position of Firefighter if the applicant uses smoking tobacco. By selecting YES below, I certify that I understand this requirement and i DO NOT use smoking tobacco.
- Yes, I understand and i DO NOT use smoking tobacco
 No, I use smoking tobacco
- * 18. This is a joint application for the North Shore Fire Department, City of West Allis Fire Department, City of St. Francis Fire Department and City of Wauwatosa Fire Department. Please select which agency you are applying to (may select more than one):
- North Shore Fire Department
 West Allis Fire Department
 Wauwatosa Fire Department
 St. Francis Fire Department
 All
- * 19. I understand that while I may attach a resume to my application, each section of the application needs to be completed in its entirety, including my employment history for the last 10 years. A resume may not be submitted in lieu of completing the application. I further understand that incomplete applications will not be considered.

- Yes
- No

* 20. How did you find out about this position?

- City of Wauwatosa website
- City of Wauwatosa employee
- Job Interest Card
- Indeed.com
- Website - Other
- Facebook
- Twitter
- LinkedIn
- Other
- North Shore Website
- City of West Allis Website
- City of West Allis Employee
- North Shore Employee
- St. Francis website
- St. Francis employee
- UW School System
- National Minority Update
- WI Technical School
- MilwaukeeJobs.com
- Milwaukee Urban League
- WI Job Service
- CVMIC
- US Military Pipeline posting
- State Fire Chief's Association (WAFD)
- Women in Fire Service Website

21. For the previous question, if you marked "Employee", "Website-Other" or "Other", please indicate your specific referral source.

22. This question is a checklist for applicants to ensure they have attached ALL documents required for this application process. To be considered for this position, you must attached (or submit via application instructions) the following documents:

- Copy of high school diploma, or transcripts, or GED
- Copy of DD214 (if applicable, for Veterans)
- Copy of State of WI certification for Firefighter Level I or certificate that bears the seal of IFSAC/Proboard
- Copy of State of WI Emergency Medical Technician Basic License
- Copy of Current National Registry card for Paramedic (optional/preferred)
- Copy of WI Firefighter II Certification (optional/preferred)
- Copy of WI Fire Inspector Certification (optional/preferred)
- Proof of enrollment if currently enrolled in Paramedic School (if applicable)
- Copy of valid driver's license
- Copy of college diploma or transcripts (if applicable)
- Copy of WI Apparatus Driver/Operator Certification (optional/preferred)
- Copy of WI Fire Apparatus Aerial/Operator Certification (optional/preferred)
- Copy of WI Fire Instructor I Certification (optional/preferred)
- Copy of Fire Officer I Certification (optional/preferred)

* Required Question