Chairman Greg Galich called this meeting of the Village of Salem Lakes Police & Fire Commission to order at 7:00 p.m. with the following present: Chris Dreyer, Tom Robinson, Shirley Boening, Ed Herreid, Attorney Rich Scholze, Chief Mike Slover and Clerk Cindi Dulaney.

1.)  a.) The minutes of a regular Police & Fire Commission meeting on 7/20/2017 were presented for approval.
MOTION BY Commissioner Dreyer, second by Commissioner Robinson to approve the minutes of the regular Police & Fire Commission meeting on 7/20/2017 as presented.
UNANIMOUS VOYE – AYE MOTION CARRIED

b.) Chairman Galich stressed the importance of getting through the hiring and complaint procedures tonight. He read the Dispute Resolution Procedure, which included the need for the formal complaint, to be notarized, prior to submitting to the clerk.
He suggested adding a “due process procedure” on page 55. He also stated he is not happy with the grievance procedure as he thinks it should have the right for the PFC to hear it. Both employees and citizens can file a grievance and questioned Attorney Scholze as to whether that can be put in the procedure.
Attorney Scholze expressed concern. The public has an informal right. The formal complaint will have that right to go to the PFC court. We can add in employee. The employee has a couple of levels. A person can go to an independent person such as a municipal judge. We can add the last layer of a PFC Court.
Rich said he has another outline with time that he will send out.
Discussion followed amount Board members relative to the timing of complaints and hearings.
Add the following to the procedure: “Any member of the department, employee or staff, not satisfied with the outcome of the Village grievance may request a hearing with the Police & Planning Commission within thirty (30) days.”
MOTION BY Commissioner Herreid, to adopt the Dispute Resolution Procedure with the fix and to add: “Any member of the department, employee or staff, not satisfied with the outcome of the Village grievance may request a hearing with the Police & Planning Commission within thirty (30) days.” At the end of the complaint procedure.
Chief Slover expressed concerns and disagreed with this.
Discussion followed.
MOTION SECONDED BY Commissioner Robinson.
UNANIMOUS VOTE – AYE MOTION CARRIED

c.) The Fire Department Hiring Procedure (Standard Operating Guidelines - Admin Code 100.20) was presented and read by Commissioner Galich.
Discussion of the application process followed.
The Commissioners then reviewed the residency, physical & medical requirements, medical & physical exam and annual respiratory physical.
Chief Slover indicated that they don’t do an annual medical physical, but an annual medical screening.
Discussion followed as to the need for an annual physical every year or to go by the NFPA recommendation of every three (3) years.
MOTION BY Commissioner Boening, second by Commission Dreyer to adopt the Fire Department Hiring Procedure (Standard Operating Guidelines - Admin Code 100.20) for volunteer and paid on call membership guidelines for Village of Salem Lakes Fire & Rescue.
UNANIMOUS VOTE – AYE MOTION CARRIED

d.) Commissioner Dreyer read the Discipline and Substandard Performance (Standard Operating Guidelines - Admin Code 100.30) into the record.
Discussion followed with the decision to remove and forward to the PFC the first paragraph, last sentence under “Standard Performance Evaluation”.
Commissioner Dreyer questioned what a suitable time frame for corrections is, Board discussion followed. The first paragraph of Page tow (2) will be deleted as it is a duplication and a space between “Chieffor”. Further discussion followed relative to the Hearing Procedure Guide.
Chief Slover thinks that maybe changes would be appropriate for volunteers and Paid On Call (POC) with further discussion on suspension and the agreement of the Commission that Chief Slover will make his changes for the volunteers and POC’s and this will be placed on the September agenda. No action was taken on this agenda item.

**e.) The Organization (Standard Operating Guidelines - Admin Code 100.00) were presented.**
Chief Slover said that he had changed EMS & Fire Training Officer to just Officer and EMT Tech was removed.
MOTION BY Commissioner Robinson, second by Commissioner Galich to adopt the Organization (Standard Operating Guidelines -Admin Code 100.00) as presented.
UNANIMOUS VOTE – AYE MOTION CARRIED

**f.) Ethical Conduct (Standard Operating Guidelines - Admin Code 100.10) were presented.**
MOTION BY Commissioner Boening, second by Commissioner Galich to adopt the Ethical Conduct (Standard Operating Guidelines -Admin Code 100.10) as presented.
UNANIMOUS VOTE – AYE MOTION CARRIED

**g.) Commissioner Boening read the Promotional Procedures Standard Operating Guidelines – Admin Code 100.25) into the record.**
Chief Slover explained the interview process and what is used by the committee and how they are ranked.
An assessment center is done and includes written exercises.
Discussion followed relative to the committee and processes used in the assessment center and how they are evaluated. The number of members on the assessment committee varies.
MOTION BY Commissioner Boening, second by Commissioner Robinson to adopt the Promotional Procedures Standard Operating Guidelines – Admin Code 100.25) as presented.
UNANIMOUS VOTE – AYE MOTION CARRIED

**h.) Succession Plans were briefly discussed with Commissioner Galich questioning Chief Slover as to what is being done to make sure there is a successor.**
Chief Slover said there is no plan for the Chief, but he will bring in a Deputy Chief while he’s still here. He further stated that we will bring a person on board and teach him what we’ve been doing and the community needs.

**i.) Announcement – The next PFC meeting will be Thursday, September 21, 2017 at 7:00 pm**

**ADJOURNMENT**

MOTION BY Commissioner Robinson, second by Commissioner Boening to adjourn this Police & Fire Commission meeting.
UNANIMOUS VOTE – AYE, MOTION CARRIED

This Park Commission meeting was adjourned at 9:15 p.m.

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Submitted By:  Cindi Dulaney, Village Clerk