

Madison Board of Police and Fire Commissioners  
**Minutes of the Meeting of August 24, 2018**

Meeting convened at approximately 11:40 a.m. Commissioners present: Enemuoh-Trammell, Findley, Gundlach, Jackson

Staff also present: Asst Chief Stedman, Board Counsel Scott Herrick

**PUBLISHED AGENDA**

- |  |                               |            |
|--|-------------------------------|------------|
| 1. Agenda                                  | 3. Fire Department Hiring     | 5. Adjourn |
| 2. Staffing and Legal Counsel Arrangements | 4. Fire Department Promotions |            |

*Published agenda items shown in the order considered.*

1. Agenda: **Unanimous consent: to approve the agenda.**
2. Staffing and Legal Counsel Arrangements: **Motion: to approve Draft #2 of the RFP recently distributed by Herrick.** [Findley/Jackson: unanimous] Herrick will prepare a clean, currently-dated document for distribution. Commissioners agreed to meet September 18 to review responses and plan further steps.
3. Fire Department Hiring: Assistant Chief Stedman reviewed the hiring process and presented the Chief's recommendations for hiring from the current Eligibility List. **Motion:**
  1. **to approve the preliminary recommendation of the Fire Chief for the initial appointment as Fire-fighters of the 13 individuals named on the August 24, 2018, Report from the Fire Department, effective October 1, 2018, each on a probationary basis pursuant to Rule 4.v, and with continuing appointment subject to a final recommendation by the Chief and final Board approval pursuant to Rule 4.v and WS 62.13(4)(a), which are reserved for 18 months from the effective date; and**
  2. **to direct the Chief to advise the named individuals of the stated conditions to the Board's approval of the preliminary recommendation to promote and to advise them further that any unsatisfactory performance or conduct occurring or coming to the attention of the department during the 12 months following the effective date of the Chief's preliminary recommendation shall be sufficient basis for reversion to the rank held prior to the preliminary recommendation to promote, whether by the Chief's determination in his sole discretion not to include the name in his final recommendation, or by rescission of the Board's preliminary approval of the Chief's recommendation, or otherwise.** [Gundlach/Findley: unanimous]
4. Fire Department Promotions: **Motion: to convene in closed session for the purposes, authorized as noted by Wisconsin Statute, of considering employment, promotion, compensation or performance evaluation of a public employe, WS 19.85(1)(c), and considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons, WS19.85 (1)(f); and more specifically to receive the report**

**of commissioner review of the personnel file of Firefighter Trevor Wiggins. The Commission may thereafter reconvene into open session to continue its proper business.** [Findley/Jackson: unanimous] The Board then convened in closed session with staff and counsel at approximately 12:15 p.m.

The Board adjourned from closed session without taking further action at approximately 12:55 p.m.

Minutes prepared for the Board by Scott Herrick



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Scott Herrick, for the Board

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Commissioners: Mia Enemuoh-Trammell, President  
Fabiola Hamdan  
Kevin Gundlach  
Keith Findley  
Trent Jackson

August 15, 2018  
REQUEST FOR PROPOSALS

The Board of Police and Fire Commissioners of the City of Madison invites proposals for providing staff and legal counsel to the Board beginning January 1, 2019. The Board is established and operates under Wisconsin Statute 62.13. Our current legal counsel has provided staffing and legal services for over thirty years and his retirement is scheduled at the end of 2018.

Current counsel has provided services comprehensively in the four categories shown below, and the Board invites comprehensive proposals for a similar scope of service, but we are also considering reassigning the first category, "General Staff Support," to the City Clerk.

The Board currently receives the following services from its attorney:

1. General Staff Support: scheduling, notices, agendas, meeting arrangements, routine departmental correspondence, minutes, file handling
2. General Legal Counsel: attend regular and special Board meetings; advice, counsel, and assistance regarding substantive issues, problems, projects, or concerns in the course of Board business; correspondence and other communications with citizens, possible citizen complainants, and organizations inquiring about Board authority and action; public education regarding Board authority and action; speak and respond to inquiries on behalf of Board and commissioners
3. Disciplinary Case Counsel: All case management and legal services following the filing of charges in specific cases brought by a chief or by an aggrieved person, up to notice of judicial appeal following the Board's decision
4. Litigation Counsel: all case management and legal services in specific disciplinary cases following notice of judicial appeal; all other representation in or consultations regarding judicial proceedings; representation in or consultations regarding administrative agency proceedings (e.g., ERD matters); coordination of services on behalf of the Board with separate legal counsel engaged in specific matters through the City of Madison's insurance provider

Your submission should include and address the following points of interest:

1. The range of services you would provide;
2. Your experience advising municipal boards and commissions;
3. Your experience working with either police or fire departments;
4. The proposed basis of your fees.

The PFC is committed to affirmative action in the performance of its statutory duties. Applicants should be familiar with the affirmative action ordinance and policies of the City of Madison, which the PFC expects to rely upon for guidance when selecting its legal counsel even though the PFC may not be bound by them.

The Board in its discretion may negotiate with one or more responding parties; may reject all proposals received; and may make such arrangements for needed services as it determines to be appropriate.

The Board expects to exercise its independent judgment in selecting and engaging its legal counsel but will consult closely with the City of Madison and anticipates confirmation by the Madison Common Council of the Board's preferred provider.

Proposals must be received by 5:00 p.m. on September 15, 2018; submit to:

City of Madison Purchasing Services  
Attn. Brian Pittelli  
210 Martin Luther King, Jr. Blvd.  
Madison Wi 53703- 3346

or via email: [bids@cityofmadison.com](mailto:bids@cityofmadison.com)

The Board may invite additional submissions or interviews. Inquiries may be directed to our current legal counsel, Scott Herrick, or to the President of the Board, Nia Enemuoh-Trammell, at 608/216-5235.

SH/hs



# Police and Fire Commission Meeting Report from the Fire Department



August 24, 2018

## Promotions, Probationary Status, and Reclassifications

- Act on preliminary recommendation of Trevor Wiggins' promotion to Apparatus Engineer (deferred from previous meeting).

## 2018 Firefighter Hiring Process

### **Hiring List Approval:**

- Chief Davis recommends approval of the hiring list below. These 13 candidates are being presented from the 2018 hiring process. Upon approval of this list, Chief Davis will make a conditional job offer to these candidates pending the results of a medical examination that will occur between August 27<sup>th</sup> and Sept. 7<sup>th</sup>. The Fire Academy is scheduled to begin on October 1, 2018.

<u>Name</u>	<u>Gender/Race</u>
Bowden, Jessica L.	F/W
Dahmen, Seth R.	M/W
Feys, Alexandra M.	F/W
Griessmeyer, Julia K.	F/W
Koberstein, Elizabeth K.	F/W
Liss, Ryan J.	M/W
McIntyre, Dontrell L.	M/B
Popanz, Joshua J.	M/W
Seeber, Heather G.	F/W
Sepulveda, Michael A.	M/H
Utzerath, Chelsea C.	F/W
Wagner, Alexis D.	F/W
Watson, Jamuga A.	M/B

