

POLICE COMMISSION MEETING
Monday, December 21, 2020
Virtual Meeting by Zoom/Phone 5:00 PM

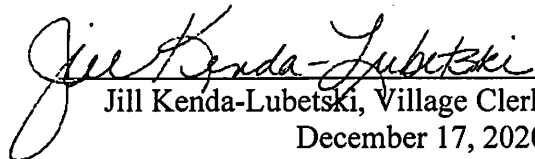


PLEASE TAKE NOTICE that a meeting of the Brown Deer Police Commission will be held by phone due to the COVID-19 Pandemic. The public can access this meeting of the Police Commission by dialing 1-312-626-6799 and entering meeting ID 89156669997 and passcode: 4800. You can also join by computer by entering this address:

<https://us02web.zoom.us/j/89156669997?pwd=aU5Nc3UzREpDdCtWbUp4WXJ1YzB5dz09>

Please mute your device to reduce background noise. The following items of business will be discussed and possibly acted upon:

- I. Roll Call
- II. Persons Desiring to be Heard
- III. Consideration of Minutes: December 15, 2020
- IV. Report of Staff
- V. Recess into closed session pursuant to State Statute 19.85(c) for the following reason(s).
 - a. Interview candidates for the position of Patrol Officer.
- VI. Reconvene into Open Session for Possible Action on Closed Session Deliberations.
- VII. Adjournment


Jill Kenda-Lubetski, Village Clerk
December 17, 2020

PERSONS REQUIRING SPECIAL ACCOMMODATIONS FOR ATTENDANCE AT THE MEETING SHOULD CONTACT THE VILLAGE CLERK AT LEAST ONE BUSINESS DAY PRIOR TO THE MEETING.

DECEMBER 15, 2020

**MINUTES OF THE MEETING OF THE BROWN DEER POLICE COMMISSION
VIRTUAL MEETING BY PHONE 5:00 PM**

The meeting was called to order by Commission President Leslie Galloway Sherard at 5:28 p.m.

I. ROLL CALL

Present: Police Commissioners Clian Campbell, Leslie Galloway Sherard (at 5:20 p.m.), Dale Gass

Excused: Commissioner Mary Kust

Not Present: Commissioner Dennis Lowder

Also Present: Michael Hall, Village Manager; Michael Kass, Chief of Police

II. PERSONS DESIRING TO BE HEARD

There were no persons desiring to be heard.

III. CONSIDERATION OF MINUTES: October 12, 2020 Meeting.

It was moved by Commissioner Gass and seconded by Commissioner Campbell to approve the October 12, 2020 meeting minutes. The motion carried at 5:31 p.m.

IV. REPORT FROM CHIEF OF POLICE

- Chief Kass announced his retirement date of February 2, 2021, and that he would be using vacation in January 2021.
- Lieutenant George King will be retiring in March 2021. He will utilize vacation in March and may be out of the office in February 2021.
- A patrol officer is currently interviewing with the Drug Enforcement Agency. The hiring process is pretty far along and that officer may leave in the near future.
- Shaun Foster started as a patrol officer on Monday, December 14, 2020.
- Staff is interviewing two candidates for a patrol officer position on Wednesday, December 16, 2020. They would likely be presented to the Police Commission the week of December 20, 2020 as a new session of the Police Academy begins in early January 2021.

V. DISCUSSION ON THE SCHEDULE AND HIRING PROCESS FOR THE CHIEF OF POLICE FOR THE VILLAGE OF BROWN DEER.


- Commissioner Gass gave a high-level presentation on the Fire and Police Commission workshop that he attended virtually on November 13, 2020 put on by the League of Wisconsin Municipalities.
- Chief Kass informed the commission that there are two internal candidates for the Chief position. (Captain Schmitz and Lieutenant Koepfel.)
- Chief Kass explained that the internal command structure of our Police Department has three Lieutenants, one for Operations, one for Administration, and one for Investigations. Each Lieutenant is assigned to one of these three functions for a year, and then rotated thru the other two in the next two years. So, after three years, each Lieutenant would have good

experience in all three functions of the Police Department. This was set up by Chief Kass so that future Chiefs could be groomed. The Captain is a promotion from a Lieutenant position and the Captain essentially serves as an Assistant Chief. The Captain is well trained to step in for the Chief if the Chief is unavailable.

- Chief Kass suggested that if we need to use an external consultant that GOV-HR would be a good choice. They have an excellent assessment function. A downside to using an external consultant is that you lose the ability to do your own vetting.
- Michael Hall agreed that GOV-HR is a good choice for an external consultant and has worked with them in the past. (In fact, Chief Kass was hired through them.)
- Commission President Galloway-Sherard announced that Commissioner Kust has resigned her position effective Monday, December 14, 2020. A discussion was had on when the Village President and Village Board would be able to appoint and approve a replacement for Commissioner Kust. With the last December board meeting coming up fast, and no Village Board meetings scheduled for January, it appears that the earliest time would be at the first Village Board meeting in February 2021.
- Chief Kass said that if the Police Commission needs more time to select a Police Chief, that an interim Chief could be appointed.
- A discussion was had on interviewing the two internal candidates first, and if they met all of the hiring criteria, an offer would be made to the best internal candidate. If none of the internal candidates met all of the hiring criteria, then an outside consultant firm like GOV-HR would be used to find an external candidate.
- A discussion took place on hiring an outside consultant firm right away and running all of candidates (both internal and external) through them first.
- Michael Hall talked about the Village funding the outside consultant and gave a rough estimate of around \$30K including moving expenses if an external candidate was chosen. This would have to go before the Village Board. Michael Hall to get a current quote from GOV-HR.
- A discussion was had on learning and understanding the culture of our Police Department. It was agreed that the Police Commission would interview three command staff officers (the Captain, a Lieutenant, and a Sergeant) and two Patrol Officers to learn this. Chief Kass to set this up. (A tentative date was chosen to be January 27, 2021.)

VI. ADJOURNMENT

It was moved by Commissioner Campbell and seconded by Commissioner Gass to adjourn. The motion carried unanimously at 6:19 p.m.



Dale L. Gass /for/
Mary Lynne Kust, Secretary
Brown Deer Police Commission