

President Riemer called the meeting to order at 6:30 PM.

1.0 Roll Call – Present: President Riemer, Commissioners; Dzick, Mixon, Schwartz and Smyczek.
Staff Present: Police Chief Cera. Excused absent: Trustee Liaison Chesney (Village Board President Besson substituting.) Audience: Trustee Bennett.

2.0 Approval of Minutes

2.1 December 17, 2024 – Motion (Schwartz/Smyczek) to approve. Motion passed 5-0-0

3.0 General Business

3.1 Succession Planning – Police Chief Hiring Process

3.1.1 Process Review – Riemer suggested the following process schedule: meet in February to finalize process, post after the March meeting, close submission of applications by the June meeting, oral interviews in July, meet to consider in August, make recommendation at the September meeting for Board consideration at their October or November meeting. Dzick and Schwartz suggested that the requirement for an advanced law enforcement specific managerial course within one year should be broadened to accommodate scheduling challenges but to emphasize as soon as possible. The process will retain a fingerprint background check and drug screening. The oral interview panel will include members of the Commission, Trustee Liaison Chesney, Administrator Kulik and President Besson as a non-voting member.

3.1.2 Forms Review – The job posting format as presented in the packet was accepted. A draft with specific information relative to scheduling and verbiage in section three line four will be drafted by Riemer for approval at the next meeting. The Job Description was accepted as is without modification. A background investigation waiver was determined to be unnecessary but if one does become necessary the current Police Department form would be recommended for use. Assistance from Administrator Kulik will be requested with the promulgation of a conditional offer form. Schwartz and Riemer inquired if the candidates' performance evaluations and their administrative skills checklists would be made available for review by the panel. Cera replied affirmatively.

3.1.3 Interview Question Development – Areas of desired competencies to be examined were identified. Adaptability/Flexibility. Communication incorporating; community relations and composure. Leadership/Management incorporating; culture, time management and budgeting. Critical Thinking incorporating; crisis management, problem solving and decision making. Ethics. Mixon will prepare a list of all possible relevant questions collated to the proper competency areas for deliberation and selection at the next special meeting.

4.0 Set: Date, Time and Location of next Fire & Police Commission meeting –

A special meeting date was set-

Tuesday, February 18, 2025 at 6:30 PM;
Village Hall (Board Room,)
5635 S. New Berlin Road, Hales Corners.

5.0 Adjournment –Motion (Smyczek/Schwartz) to adjourn at 7:51 PM; Motion passed 5-0-0.



Prepared by: Eric R. Cera, Police Chief