

CITY OF BARABOO
POLICE AND FIRE COMMISSION
PUBLIC MEETING NOTICE / REMOTE CONFERENCE CALL MEETING

SPECIAL NOTICE

This meeting is open to the public. With the health concerns regarding COVID-19, the public is strongly encouraged to attend remotely. Anyone appearing in person will be required to socially distance themselves. Remote participation by Commissioners, Fire & Police Chiefs and the public is allowed and encouraged.

Conference Call Number: 1-414-662-3639

Conference Code Number: 108774442#

Meeting Participants should call approximately 3-5 minutes prior to Meeting start time.

REGULAR MEETING

DATE/TIME: Tuesday, January 19, 2021 at 3:30PM
LOCATION: Municipal Building, 101 South Blvd., Baraboo, WI - Room C205
MEMBERS NOTICED: B. Getschmann, D. Kluge, P. Kujak, R. Madalon & J. Viney
OTHERS NOTICED: Mayor Palm, Police Chief Schauf, Fire Chief Stieve,
City Administrator Bradley, City Attorney & Media

1. Call Meeting to Order.
2. Roll Call of Membership. (Getschmann, Kluge, Kujak, Madalon & Viney)
3. Note compliance with the Open Meeting Laws.
4. Approval of the Agenda. (Motion to approve by: _____, 2nd by: _____)
5. Approval of the Minutes from December 23, 2020.
(Motion to approve by: _____, 2nd by: _____)
6. Public Comments (3 minute limit per speaker)
7. **ACTION ITEMS:**
 - Kluge to present a revision to the PFC's policy on 'Organizational Rules', seeking discussion and possible approval. (Motion to approve by: _____, 2nd by: _____)
 - Kluge to present a revision to the PFC's policy on 'Citizen Complaint Policy', seeking discussion and possible approval.
(Motion to approve by: _____, 2nd by: _____)
 - Madalon requests the PFC send a letter to City Officials.
(Motion to approve by: _____, 2nd by: _____)
 - Chief Stieve to present a revision to the PFC's policy on "Paid Per Call Fire Fighter Selection Process" seeking discussion and possible approval.
(Motion to approve by: _____, 2nd by: _____)

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8. **INFORMATION ITEMS:**

- Chief Schauf to present the Police Department Monthly Report (*may include monthly & annual call level, budget, staffing, use of force and major Police calls*).
- Chief Schauf to provide an update on the Police Officer Hiring Process.
- Chief Schauf to seek Commissioner's opinions on updating Police Officer Candidate Interview questions.
- Chief Stieve to present the Fire Department Monthly Report (*may include monthly & annual call level, budget, staffing and major Fire calls*).

9. **CLOSED SESSION:**

- The President may announce that the Commission will meet in Closed Session as per Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and as per 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or to conduct other specific public business, whenever competitive or bargaining reasons require a Closed Session. The purpose of the closed session is discuss a potential Police Officer hiring.

(Motion to approve by: _____, 2nd by: _____)

10. **OPEN SESSION:**

The President will announce that the Commission will reconvene in Open Session as per Wis. Stats. 19.85(2) to address any business that may be the result of discussion conducted in Closed Session.

(Motion to approve by: _____, 2nd by: _____)

11. **ACTION ITEM:**

Chief Schauf may present a letter seeking the PFC approval of his hiring a Baraboo Police Officer from the current Baraboo Police Officer Eligibility List.

(Motion to approve by: _____, 2nd by: _____)

12. Communications

13. Adjournment. (Motion to approve by: _____, 2nd by: _____)

*Agenda Prepared by Dennis Kluge, PFC Secretary;
and posted by DMM on _____*

PLEASE TAKE NOTICE that any person who has a qualifying disability as defined by the Americans with Disability Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the City Clerk at 101 South Blvd., Baraboo, WI or by phone at (608) 355-2700 during regular business hours at least 24 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

FOR INFORMATION ONLY AND NOT A NOTICE TO PUBLISH

Baraboo Police and Fire Commission Organizational Rules

Introduction:

After the Wisconsin legislature authorized the election of Police & Fire Commissions in 1931, the citizens of Baraboo chose to require general election of Commissioners, rather than appointment, and have subsequently confirmed that preference by referendum. ~~(see addendum).~~

The Baraboo Police & Fire Commission remained an elected body until December 8, 2020, when the Baraboo Common Council voted to change to Mayoral appointments immediately. Effective December 22, 2020 the Baraboo Police & Fire Commission is appointed by the Mayor, as set for the below and except the initial creation of the Commission (see addendum).

The objective of the Baraboo Police and Fire Commission is to ensure that the City of Baraboo receives the utmost quality Police and Fire Protection.

Title:

These organizational rules or by-laws govern the City of Baraboo Police and Fire Commission, hereafter referred to as the Commission.

Duties and Powers of the Commission:

The Commission shall have the powers and duties prescribed in s. 62.13, Wisconsin Statutes, except subsection 6 (*Optional Powers*) thereof.

Composition of the Commission:

The Baraboo Police and Fire Commission consists of five (5) ~~elected~~ appointed citizens, as specified in Baraboo Ordinance 1.19. A Police and Fire Commissioner's term of office is five (5) years. The terms are staggered so that one Commissioner is ~~elected~~ appointed in a single year.

Officers:

Officers shall be elected by majority vote of the Commission. There shall be no limitation on the number of terms any officer may serve, but each term shall be one (1) year.

President:

The President presides over meetings of the Commission; calls special

Baraboo Police and Fire Commission Organizational Rules

meetings when necessary; ensures that meetings are conducted in accordance with the rules of the Commission and applicable laws; receives written charges filed against the Chief of Police or Fire Chief; and issues subpoenas to compel the attendance of witnesses at hearings.

Secretary:

The Secretary prepares all correspondence; ensures that proper notice is given for all Commission meetings; prepares and keeps minutes of all meetings; files official copies of all minutes with the City Clerk; provides for the taking and recording of evidence at hearings in front of the Commission; and chairs any Commission meeting at which the President is not present.

Applicability of Rules:

These rules are subject to the applicable provisions of all State and Federal laws as they relate to hiring, promotion, discipline, termination of employees, and the conduct of the Commission.

If any provision herein is invalid or unconstitutional, or if the application of these rules to any person or circumstance is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or application of these rules which can be given effect without the invalid or unconstitutional provision or application.

These rules shall not be repealed, amended, or modified except by a majority action of the Commission at a regular meeting of the Commission.

Records:

Records of the Commission shall be retained by the Secretary in a place selected by the Secretary. At such time as the Secretary leaves the Commission or a new Secretary is appointed, the Secretary shall transfer all retained records of the Commission to the new Secretary, or as otherwise directed by the President.

Meeting Frequency:

Regular

The Commission shall hold regular monthly meetings at 3:30pm on the third Monday of the month in room C205, at City Hall, unless otherwise scheduled by the

Baraboo Police and Fire Commission Organizational Rules

President. The President may cancel a meeting, if the President determines there is no business to be brought before the Commission that cannot be delayed to the next regularly scheduled meeting.

Special

The President, Secretary, or any two members may call a Special Meeting.

Annual

Officers shall be elected at the Commission's annual organizational meeting held in May. If a quorum is not present at the annual meeting, the election of officers shall be held at the next regular meeting. Duly elected officers shall continue to serve in their office until such time as elected or replaced.

Remote or Virtual Meetings

At a time that the President deems necessary, the President may require that Commissioners, and general public attend any PFC meetings virtually / remotely via electronic communication. During other times, a Commissioner may attend virtually / remotely, with early notice to the President.

Order of Business:

The general order of business at meetings of the Commission shall be as follows:

- Call to order
 - Notice of Compliance with Open Meetings Law
 - Roll Call
 - Approval of the Agenda
 - Approval of previous Minutes
- Public Comments
- Action Items
- Information Items
 - Police Department Report
 - Fire Department Report
 - Communications
- Closed Session when required
- Adjournment

Open Meeting Law:

The Commission shall conform to the requirements of Wisconsin's Open Meetings

Baraboo Police and Fire Commission Organizational Rules

Law, s.19.81 through s.19.98 Wisconsin Statutes.

Quorum:

Three Commissioners shall constitute a quorum.

Each member shall have one vote in all matters, including the President.

On a tie vote, a motion requiring a majority vote for adoption fails, since a tie is not a majority.

Rules of Order:

In the absence of a special ordinance or State statute, the Commission shall be governed by Robert's Rules of Order.

Addendum:

In 1932, a petition was filed with the City Clerk signed by more than 30% of the electors of the City of Baraboo, requesting that an election be held for the members of the Board of Police and Fire Commissioners, it being the intention of the petitioners to change the method of choosing the commissioners from appointive to elective as provided in s. 62.09(3)(b)4 of the Wisconsin Statutes for 1931. That section then provided "in cities of the fourth class, upon petition therefore by 30% of the electors filed with the clerk not less than 15 days before any regular city election, any such officer shall be elected by the people at the succeeding election and thereafter." In his written opinion, dated April 1, 1932, the Wisconsin Attorney General ruled that the choosing of members of the Police and Fire Commission could be made elective under this procedure regardless of the language contained in s. 62.13(1) of the Wisconsin Statutes, which apparently provides for their appointment. This opinion may be found in Volume 21 of Opinions of Attorney General at page 350. As a result of this ruling, the members of the Board of Police and Fire Commissioners have ever since 1932 been elected by the people.

December 30, 1985 - The City Clerk of Baraboo (Dean Bothell) made a formal request of the City Attorney (James Bohl) for clarity of the Police & Fire Commission's legality as an elected PFC, contrary to Wisc ss 62.13 which states they are to be appointed by the Mayor. The City Attorney responded in letter, stating that the Wisconsin Attorney General's opinion of 1932, gave the City of Baraboo an exception which allows the Police & Fire Commission to be elected.

October 2004 - The City of Baraboo officially became a 3rd Class City in Wisconsin as it reached a population of 11,000.

Baraboo Police and Fire Commission Organizational Rules

January 6, 2014 - The City of Baraboo Mayor (Michael Palm) presented to the Baraboo Administrative Committee, an Ordinance removing the 'elected status' of the Police and Fire Commission, and change it to Mayoral appointments. Discussion at the Administrative Committee drew attention to the 1932 Attorney General's Opinion. As a result the Administrative Committee voted to decline the Ordinance and stated that the Police and Fire Commission will remain as an elected body of the Baraboo citizens.

December 8, 2020 - The Baraboo City Mayor (Michael Palm) presented to the Baraboo Common Council, an Ordinance removing the 'elected status' of the Police and Fire Commission, and change it to Mayoral appointments. Discussion with the Council regarding the 1932 Attorney General's Opinion; and lengthy history of the Police and Fire Commission being an elected body; and the fact that 1985 & 2014 attempts to over-rule it have failed; adding the fact that the City of Baraboo changed from a 4th Class City in 2004 - caused the Baraboo Common Council to approve the Ordinance. The Council expressed that this was being done to come in line with Wisconsin ss 62.13, since the 2004 change to a 3rd Class City. In the Mayor's follow-up comments, he immediately ended the elected Police & Fire Commission - stating that he would appoint a new Police & Fire Commission in the near future.

December 22, 2020 - The City of Baraboo Mayor (Michael Palm) appointed the members of the former elected Police & Fire Commission to their former terms. From this point forward the Commissioners will have to apply to the Mayor with their interest in their position on the Police and Fire Commission as their terms end.

Baraboo Police and Fire Commission
Citizen Complaints: FIRE DEPARTMENT

DRAFT

I. POLICY

1. This policy serves to maintain the quality of Fire services and to improve the relationship between Baraboo Fire Department and citizens.

2. This policy provides citizens with a fair and effective method for resolving complaints against Fire Fighters ~~and civilian employees~~ of the Baraboo Fire Department as provided by Wisconsin statutes 62.13(5). ~~and 66.0511~~. An essential balance will be maintained to ensure that fair and impartial treatment of the issues and parties concerned.
 - (a) Nothing in this policy will be construed to limit the prerogatives of the Fire Chief or any other supervisor to take corrective action against employees whenever appropriate, nor to prevent the Fire Chief, or a designee, from taking disciplinary action against any employee under Wisconsin statute 62.13(5), irrespective of any complaint.

 - (b) This policy is subject to the confidentiality rights retained by all City of Baraboo employees to the extent such rights are protected by Wisconsin statutes and the City of Baraboo code of ordinances.

II. COMPLAINT PROCEDURES

1. **Receipt of Accusation:**
 - (a) **Direct Accusation from Citizen**
 1. All PFC Commissioners are charged with the responsibility of courteously and willingly receiving any citizen accusation regarding the conduct of an employee of the Baraboo Fire Department.

 2. Upon receiving a citizen accusation, a PFC Commissioner will immediately refer it to the President of the PFC.

 3. The President of the PFC shall attempt to communicate with the accusing citizen. The President of the PFC shall inform the citizen that he or she may file a complaint with either the Fire Chief or the Police and Fire Commission. If the citizen files his or her complaint with the Fire Department, the Fire Chief will administer the complaint under **Baraboo Fire Department Policy _____**.

 4. The President of the PFC shall provide a PFC Citizen Complaint Form to the citizen.

Baraboo Police and Fire Commission
Citizen Complaints: FIRE DEPARTMENT

5. The President of the PFC shall inform the citizen that all complaints must be documented in the PFC Citizen Complaint Form and must be signed by the citizen.

~~6. The President of the PFC must advise the citizen that in accordance with Wisconsin Statutes 66.051(3) and 946.66 that "Whoever knowingly makes a false complaint regarding the conduct of a Fire Fighter is subject to a Class A forfeiture."~~

(b) **Referred Accusation**

1. A citizen may initially file a complaint with the Baraboo Fire Department. Under **Baraboo Fire Department (Policy #) _____**, the Baraboo Fire Department will inform the citizen of his or her right to complain to the Police and Fire Commission.

A. Any complaint against the Fire Chief received by the Baraboo Fire Department must be immediately referred to the President of the PFC.

B. The Fire Chief may, at his or her discretion, refer any complaint received by the Baraboo Fire Department to the President of the PFC.

2. A citizen may file an accusation regarding the conduct of an employee of the Baraboo Fire Department with the Mayor, and alderperson, or other city official. Officials receiving an accusation shall refer the accusation to the Fire Chief or the President of the PFC.

3. Upon receipt of any referred accusation, the President of the PFC will perform steps II. 1.A (3) - (6) above if not already completed.

2. **Administration of the Complaint**

(a) **Complaint filed with the PFC**

1. If the accusing citizen declines to complete and sign the PFC Citizen Complaint Form, the PFC will take no further action except that the PFC may, at its discretion, inform the Fire Chief and/or other appropriate authority of any information contained in the accusation.

2. Upon receipt of a completed and signed PFC Citizen Complaint Form, the President of the PFC shall note the date, time and method of the receipt of the completed form and shall provide a copy to the complainant.

3. The PFC may, at its discretion, **place the employee complained about on paid administrative leave** until the final disposition of the complain, pursuant to Wisconsin Statutes 62.13(5)(h). If the Fire Chief is placed on administrative leave, the PFC will appoint an acting Fire Chief until the administrative leave is terminated.

Baraboo Police and Fire Commission
Citizen Complaints: FIRE DEPARTMENT

4. The PFC may, at its discretion, refer the complaint to the Fire Chief for Administration under **Baraboo Fire Department Policy _____**.

A. The Fire Chief will inform the PFC of the final disposition of the complaint.

5. For all other complaints, the PFC will proceed under Baraboo Police and Fire Commission Policy “Hearing Procedures for Disciplinary Actions”.

* Does it need a comment regarding part-time Fire Fighters being different than the Chief, Ass't Chief, or full-time staff? Should this document make reference to PT employees for PFC?

Baraboo Police and Fire Commission
Citizen Complaints: POLICE DEPARTMENT

DRAFT

I. POLICY

1. This policy serves to maintain the quality of Police services and to improve the relationship between Baraboo Police Department and citizens.

2. This policy provides citizens with a fair and effective method for resolving complaints against Law Enforcement Officers and civilian employees of the Baraboo Police Department as provided by Wisconsin statutes 62.13(5) and 66.0511. An essential balance will be maintained to ensure that fair and impartial treatment of the issues and parties concerned.
 - (a) Nothing in this policy will be construed to limit the prerogatives of the Chief of Police or any other supervisor to take corrective action against employees whenever appropriate, nor to prevent the Chief of Police, or a designee, from taking disciplinary action against any employee under Wisconsin statute 62.13(5), irrespective of any complaint.

 - (b) This policy is subject to the confidentiality rights retained by all City of Baraboo employees to the extent such rights are protected by Wisconsin statutes and the City of Baraboo code of ordinances.

II. COMPLAINT PROCEDURES

1. **Receipt of Accusation:**
 - (a) **Direct Accusation from Citizen**
 1. All PFC Commissioners are charged with the responsibility of courteously and willingly receiving any citizen accusation regarding the conduct of an employee of the Baraboo Police Department.

 2. Upon receiving a citizen accusation, a PFC Commissioner will immediately refer it to the President of the PFC.

 3. The President of the PFC shall attempt to communicate with the accusing citizen. The President of the PFC shall inform the citizen that he or she may file a complaint with either the Chief of Police or the Police and Fire Commission. If the citizen files his or her complaint with the Police Department, the Chief of Police will administer the complaint under **Baraboo Police Department Policy 5.503**.

 4. The President of the PFC shall provide a PFC Citizen Complaint Form to the citizen.

Baraboo Police and Fire Commission
Citizen Complaints: POLICE DEPARTMENT

5. The President of the PFC shall inform the citizen that all complaints must be documented on the PFC Citizen Complaint Form and must be signed by the citizen.

6. The President of the PFC must advise the citizen that in accordance with Wisconsin Statutes 66.051(3) and 946.66 that “Whoever knowingly makes a false complaint regarding the conduct of a law enforcement officer is subject to a Class A forfeiture.”

(b) **Referred Accusation**

1. A citizen may initially file a complaint with the Baraboo Police Department. Under **Baraboo Police Department 5-503**, the Baraboo Police Department will inform the citizen of his or her right to complain to the Police and Fire Commission.

A. Any complaint against the Chief of Police received by the Baraboo Police Department must be immediately referred to the President of the PFC.

B. The Chief of Police may, at his or her discretion, refer any complaint received by the Baraboo Police Department to the President of the PFC.

2. A citizen may file an accusation regarding the conduct of an employee of the Baraboo Police Department with the Mayor, and alderperson, or other city official. Officials receiving an accusation shall refer the accusation to the Chief of Police or the President of the PFC.

3. Upon receipt of any referred accusation, the President of the PFC will perform steps II. 1.A (3) - (6) above if not already completed.

2. **Administration of the Complaint**

(a) **Complaint filed with the PFC**

1. If the accusing citizen declines to complete and sign the PFC Citizen Complaint Form, the PFC will take no further action except that the PFC may, at its discretion, inform the Chief of Police and/or other appropriate authority of any information contained in the accusation.

2. Upon receipt of a completed and signed PFC Citizen Complaint Form, the President of the PFC shall note the date, time and method of the receipt of the completed form and shall provide a copy to the complainant.

3. The PFC may, at its discretion, place the employee complained about on paid administrative leave until the final disposition of the complaint, pursuant to Wisconsin

Baraboo Police and Fire Commission
Citizen Complaints: POLICE DEPARTMENT

Statutes 62.13(5)(h). If the Chief of Police is placed on administrative leave, the PFC Will appoint an acting Chief of Police until the administrative leave is terminated.

4. The PFC may, at its discretion, refer the complaint to the Police Chief for Administration under **Baraboo Police Department Policy 5.503**.

A. The Chief of Police will inform the PFC of the final disposition of the complaint.

5. For all other complaints, the PFC will proceed under Baraboo Police and Fire Commission Policy “Hearing Procedures for Disciplinary Actions”.

**BARABOO POLICE AND FIRE COMMISSION
CITIZEN COMPLAINT FORM - FIRE DEPARTMENT**

12. Board of Police and Fire Commissioners

Pursuant to Section 62.13(5) of the Wisconsin Statutes you may, as an alternative, file your complaint directly with the Board of Police and Fire Commissioners.

Unless the complaint is against the Chief, a complaint filed with the Board will be referred to the Chief for informal resolution. If the complaint is not resolved by the Chief to the satisfaction of the complainant, the complainant may request a formal hearing before the Board of Police and Fire Commissioners provided that he or she shall file a written request with the President of the Board within thirty (30) days of written notification from the Chief regarding his disposition of the complaint.

Filing of a complaint on the department's Citizen Complaint Form will be considered as a voluntary waiver by the complainant of his or her right to file a complaint directly with the Board of Police and Fire Commissioners.

13. Complaint Procedures:

Unless extended by order of the Fire Chief, investigation of a complaint filed on the Department's Citizen Complaint Form will be completed within thirty (30) days at which time the complainant will be provided a written disposition from the Chief. If the complaint is not resolved to the satisfaction of the complainant, the complainant may either request a meeting with the Fire Chief to discuss the matter or file a written request for a hearing on the complaint with the Board of Police and Fire Commissioners. This request must be filed with the President of the Board of Police and Fire Commissioners within thirty (30) days of receiving written notification from the Chief regarding disposition of the complaint.

The Board of Police and Fire Commissioners shall handle complaints filed with the Board as provided by section 62.13, Wis. Stats.

14. Details of Incident (Use additional sheet of paper if necessary and ensure handwriting is legible):

Signature: _____

Complainant

Complaint Received By: _____ Date & Time: _____
original – PFC / Fire Chief *copy - Complainant*

BARABOO POLICE AND FIRE COMMISSION CITIZEN COMPLAINT FORM - POLICE DEPARTMENT

Persons making complaints against police officers are advised in accordance with SS 66.312(3) and 946.66 that "Whoever knowingly makes a false complaint regarding the conduct of a law enforcement officer is subject to a Class A forfeiture".

Date: _____

1. Complainant's Name: _____
(Last) (First) (Middle)

2. Address: _____

3. Phone No: _____

4. Date of Birth: _____

5. Business Phone No: _____

6. Work Hours: _____

7. Incident Date and Time: _____

8. Incident Location: _____

9. Name and Rank of Accused Officer (s), if known, or Description:

10. Witness to Incident:

a Name: _____
(Last) (First) (Middle)

Address: _____

Phone No: _____ Business Phone: _____

b. Name: _____
(Last) (First) (Middle)

Address: _____

Phone No: _____ Business Phone: _____

If necessary, add additional witness name on the back of the form.

11. Summary:

If necessary, add additional details on back of the form.

**BARABOO POLICE AND FIRE COMMISSION
CITIZEN COMPLAINT FORM - POLICE DEPARTMENT**

12. Board of Police and Fire Commissioners

Pursuant to Section 62.13(5) of the Wisconsin Statutes you may, as an alternative, file your complaint directly with the Board of Police and Fire Commissioners.

Unless the complaint is against the Chief, a complaint filed with the Board will be referred to the Chief for informal resolution. If the complaint is not resolved by the Chief to the satisfaction of the complainant, the complainant may request a formal hearing before the Board of Police and Fire Commissioners provided that he or she shall file a written request with the President of the Board within thirty (30) days of written notification from the Chief regarding his disposition of the complaint.

Filing of a complaint on Department's Citizen Complaint Form will be considered as a voluntary waiver by the complainant of his or her right to file a complaint directly with the Board of Police and Fire Commissioners.

13. Complaint Procedures:

Unless extended by order of the Chief of Police, investigation of a complaint filed on the Department's Citizen Complaint Form will be completed within thirty (30) days at which time the complainant will be provided a written disposition from the Chief. If the complaint is not resolved to the satisfaction of the complainant, the complainant may either request a meeting with the Chief of Police to discuss the matter or file a written request for a hearing on the complaint with the Board of Police and Fire Commissioners. This request must be filed with the President of the Board of Police and Fire Commissioners within thirty (30) days of receiving written notification from the Chief regarding disposition of the complaint.

The Board of Police and Fire Commissioners shall handle complaints filed with the Board as provided by section 62.13, Wis. Stats.

14. Details of Incident: (Use additional sheet of paper if necessary and ensure handwriting is legible):

Signature: _____
Complainant

Complaint Received by: _____ Date & Time: _____
original – PFC / Chief of Police *copy - Complainant*

Baraboo Fire Department



Paid-per-Call Firefighter Selection Process Guideline



**BARABOO FIRE DEPARTMENT
PAID-PER-CALL FIREFIGHTER SELECTION PROCESS**

Application

Applicants will be required to submit an electronic application through NeoGov. Complete instructions on this process are located on the City of Baraboo Website, www.cityofbaraboo.com.

This is the only application that is accepted for hiring within the Baraboo Fire Department.

Application Review

The Fire Chief will take delivery of the application. The Fire Chief will complete the Paid-per-Call Selection Process Scoring Worksheet.

Additionally, three selected members of the Fire Department ~~Hiring Committee~~ will score the application utilizing the same scoring sheet.

The average of the four scoring the worksheet shall determine the final score for each applicant. A score of 60 or above is required to continue in the process.

The Fire Chief shall file and hold the applications.

See Attachment 1 for the Application Scoring Sheet

Personnel Evaluation Profile

Successful applicants will be invited to take the Personnel Evaluation Profile (PEP).

The PEP survey was designed to give the interviewer valuable insight into a job applicant's attitudes, value, and background. Key areas include: honesty, reporting dishonesty, socialization, drugs, employment background, work ethic, absenteeism, and tardiness.

The results of the PEP provide you with valuable information that you can use to help insure this applicant's success. By knowing the strengths and weaknesses of a candidate up front, you can more effectively hire, train, and retain employees.

The PEP is a computer-based test that is not timed; however, average applicants take approximately 20 -25 minutes to complete. The Fire Chief or designee will supervise the test.

Baraboo Fire Department Paid-on-Call Firefighter Selection Process
Created: November 25, 2002
Revised: January 20, 2003
Police and Fire Commission Approved: February 17, 2003
Revised 12/15/209
Police and Fire Commission Approved: March 15, 2010
Revised February 9, 2012
Police and Fire Commission Approved: March 19, 2012
Revised March 19, 2013

~~Police and Fire Commission Approved: March 19, 2012~~
~~Revised March 19, 2013~~
Police and Fire Commission Approved (Physical Ability Test):
April 1, 2013
Revised May 7, 2013
Police and Fire Commission Approved May 20, 2013
Revised July 16, 2014
Police and Fire Commission Approved July 21, 2014
Revised July 31, 2017
Revised January 5, 2021



**BARABOO FIRE DEPARTMENT
PAID-PER-CALL FIREFIGHTER SELECTION PROCESS**

Physical Ability Test

Successful applicants will be invited to participate in a physical ability test. Professionals from ~~SSM Health Dean Medical Group - Baraboo Specialty Employer's Choice Occupational Medicine Services~~ will conduct and score the physical ability test.

The physical ability test will be scored on a pass/fail basis. The test will not be timed. See Attachment 2 for Physical Ability Test specifics.

Oral Interview Process

The oral interview shall be conducted by ~~a committee consisting of~~ current fire department members in good standing appointed by the Fire Chief. ~~The Deputy Fire Chief shall serve as committee Chairperson.~~ The Fire Chief or designee will ~~serve as chair of this committee~~ coordinate interview process.

Each applicant will be asked specific questions relating to potential employment with the Baraboo Fire Department. The applicant will be scored on their ability to provide competent answers based on elements provided for each interview question, appearance, ~~and ability~~ and ability to communicate.-

A minimum score of 70% (average of the panel) must be attained for further consideration in the selection process.

Eligibility List

The Police and Fire Commission will establish an eligibility list of applicants who have successfully completed the above phases of the selection process.

The number of applicants placed on the eligibility list will be at the discretion of the Police and Fire Commission. The Police and Fire Commission may, at its discretion, amend the eligibility list from time to time. The list will remain active until voided by the Police and Fire Commission.

Personal History Investigation

The Fire Chief shall select applicants from the eligibility list for background investigations.

The Fire Chief or designee will conduct the background investigations. The background investigation shall include, but not be limited to criminal history checks, interviews of references, driving records, checks with current and previous employers and any other sources that may provide information regarding the suitability of the applicant for employment as a firefighter with Baraboo Fire Department.

Baraboo Fire Department Paid-on-Call Firefighter Selection Process
Created: November 25, 2002
Revised: January 20, 2003
Police and Fire Commission Approved: February 17, 2003
Revised 12/15/209
Police and Fire Commission Approved: March 15, 2010
Revised February 9, 2012
Police and Fire Commission Approved: March 19, 2012
Revised March 19, 2013

~~Police and Fire Commission Approved: March 19, 2012~~
~~Revised March 19, 2013~~
Police and Fire Commission Approved (Physical Ability Test):
April 1, 2013
Revised May 7, 2013
Police and Fire Commission Approved May 20, 2013
Revised July 16, 2014
Police and Fire Commission Approved July 21, 2014
Revised July 31, 2017
Revised January 5, 2021



**BARABOO FIRE DEPARTMENT
PAID-PER-CALL FIREFIGHTER SELECTION PROCESS**

Based upon the information collected during the background investigation, the Fire Chief will determine whether the applicant is suitable for employment.

Interview with Fire Chief

Applicants who have successfully passed all phases of the selection process will be interviewed by the Fire Chief. This will provide an opportunity for the Fire Chief to ask any questions he/she may have, asked necessary follow up questions based on the information gained from the PEP, make any clarifications that are needed, and provide the applicant an opportunity to ask any questions he/she may have.

The Fire Chief shall be authorized to make a contingent offer of employment from the approved eligibility list at this time. Such an offer is contingent upon the successful completion of a medical exam and drug testing. The contingent employment offer is made in accordance with the Americans with Disabilities Act.

A Condition of Employment Agreement – Training Expenses shall be signed by the person offered employment.

Physical and Medical Exam

Wisconsin Administrative Code DSPS 330 and 332 require this examination procedure.

Medical professionals will conduct the physical and medical exam and will submit reports regarding the candidate's physical and medical suitability for employment as a firefighter.

Drug Testing

Drug testing will be conducted by a recognized laboratory.

Approval by the Police and Fire Commission

The Fire Chief will submit all applicants who have successfully completed the selection process and who have been offered and have accepted conditional offers of employment to the Police and Fire Commission. The Police and Fire Commission will approve or disapprove the Fire Chief's appointments.

Baraboo Fire Department Paid-on-Call Firefighter Selection Process
Created: November 25, 2002
Revised: January 20, 2003
Police and Fire Commission Approved: February 17, 2003
Revised 12/15/209
Police and Fire Commission Approved: March 15, 2010
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April 1, 2013
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Revised January 5, 2021



ATTACHMENT 1
PAID-PER-CALL FIREFIGHTER SELECTION PROCESS
Application Review Scoring Worksheet

Applicant: _____

1. Eligibility and ability to complete the application according to directions:

- U.S. Citizen or legal to work in United States Pass Fail
- High School Diploma or Equivalent Pass Fail
- Minimum age of 18 Pass Fail
- Valid driver's license Pass Fail
- Live within 15 miles and a 15 minute drive time of the fire station as measured by public roadways upon hire. Pass Fail
- Ability to perform the listed essential job qualifications and functions in the position description with appropriate training, if applicable. Pass Fail

25 points _____

2. Each applicant's experience and training will be evaluated (select one):

Applicant has no prior experience on a fire department. **0 points** _____

Applicant has prior experience on a fire department - Applicant has no formal training. **5 points** _____

Applicant has no prior experience on a fire department, but has Entry Level Firefighter Training **10 points** _____

Applicant has no prior experience on a fire department, but has Firefighter I Certification **15 points** _____

Applicant has prior experience on a fire department and has Entry Level _____

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Firefighter Training **20 points** _____

Applicant has prior experience on a fire department and has Firefighter I Certification **25 points** _____

3. The Supplement Questions will each be scored on:

Content **0 - 20 points** _____

Legibility **0 - 10 points** _____

Grammar **0 - 10 points** _____

4. The applicant has special fire service or related training and/or certification. 0 - 10 points

(This is training/certification above and beyond Firefighter I Certification. Examples include, but not limited to: Firefighter II, CPR Certified, EMT or higher, etc. Or the person has professional or vocational training that would potentially benefit the department.) _____

The applicant must obtain a score of 60 points or higher (out of 100 points) in this phase for further consideration in the selection process.

TOTAL _____

Scored By _____

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PAID-PER-CALL FIREFIGHTER SELECTION PROCESS**

Instructions for Scoring Application Review Form

Question #1

The electronic application system should have screened applicants out of the process automatically if they did not meet these qualifications or failed to answer them. If by chance an applicant made it through without having met these qualifications the applicant fails the process and shall be removed from it.

Question #2

This scoring is based on what information the applicant has listed on the application and should be scored appropriately.

Question #3

The scoring for the answers to the supplemental questions can be very subjective. The following information is given as tools to be used when scoring the individual applicant.

1. Content - The answer must be relevant, clear and concise to give a full understanding to the scorer of the applicant's answer. The definitions of Honesty and Integrity from the Free Merriam Dictionary and Dictionary.com are available for comparison when scoring the third question.
2. Legibility - The text is understandable or recognizable based on appearance.
3. Grammar - The composition of the answer follows basic structure of the English language

Question #4

A numerical score is applied for any training or certification above Firefighter I. This area may be subjective as well. Some possible certifications and estimated scores are:

Firefighter II	5 to 7 points
EMT (Depending on level)	5 to 10 points
Hazardous Material Technician Certification	5 to 7 points
CPR/AED Certified	3 to 5 points

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ATTACHMENT 2

Physical Abilities Testing

The job of a Firefighter can be physically demanding. The following list of abilities is taken directly from the position description for Paid-on-Call Firefighter. An applicant must receive a passing score to move forward through the hiring process.

The applicant must be wearing full protective clothing for all stations (coat, bunker pants, helmet, boots, gloves and Self Contained Breathing Apparatus minus the mask). Stations are run consecutively, but not timed. The test is pass/fail. Stopping during one of the test stations constitutes a failure. Scoring is completed by SSM Health Dean Medical Group - Baraboo Specialty Employer's Choice Occupational Medicine.

1. **Ground Ladder Raise and Climb** - Raise and extend 24 foot ground ladder against building, climb and touch roof's edge and return to the ground.
2. **Confined Space Prop** – Stop at cone and crawl through the tube.
3. **Hose Drag** – Drag 100 feet of charged 1 ¾ inch hose to mark on pavement, drop to one knee, open nozzle and knock down traffic cone with water stream.
4. **Dummy Drag** – Drag 175 pound Rescue Randy 100 feet
5. **Ventilation Simulator** - Move the sled portion of the simulator approximately three feet by striking it with a shot mallet.
6. **Hose Pack Carry** – Pick up and carry one hose pack from basement up to the second floor and back down to the basement. You may request assistance in placing hose pack over SCBA tank.

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