

**COMMITTEE:** CIVIL SERVICE COMMISSION

**DATE:** February 5, 2025

**TIME:** 12:00 PM

**LOCATION:** FOREST COUNTY LAW ENFORCEMENT CENTER/CONFERENCE ROOM

**CALL TO ORDER:** Chairman Tallier calls meeting to order at 12:02 PM

**ROLL CALL:** Tallier, Jakubiec, Brownell, Shepard & Pfeifer

**ABSENT:**

**OTHERS PRESENT:** Rob Huettl/Dispatch Sergeant

**APPROVE AGENDA:** Motion by Shepard to approve Agenda. Second by Brownell. All present voting (AYE). Motion carried.

**APPROVE MINUTES FROM MARCH 8, 2023, MEETING:** Secretary Pfeifer reads minutes. Minutes will be amended to reflect that Jakubiec made the motion to adjourn. Second by Shepard. Motion by Jakubiec to accept amended Minutes. Second by Shepard. All present voting (AYE). Motion carried.

Motion by Shepard to allow Dispatch Sergeant Huettl to sit in meeting during Closed Session to provide technical support during the interview process. Second by Pfeifer. All present voting (AYE). Motion carried.

Dispatch Sergeant Huettl has prepared several interview questions to ask of applicants and provides commission with a copy of the same.

**CLOSED SESSION:** Motion by Shepard to enter into Closed Session pursuant to Wis. Stats. 19.85(1) (c). Second by Jakubiec. All present voting (AYE). Motion carried.

1:00 PM Commission enters into Closed Session pursuant to Wis. Stats. 19.85(1)(c) for the purpose of interviewing candidates for the position of Dispatcher.

**RECONVENE TO OPEN SESSION:** Motion by Brownell to reconvene to Open Session. Second by Jakubiec. All present voting (AYE). Motion carried.

4:41 PM Commission reconvenes to Open Session pursuant to Wis. Stats. 19.85(1) (c). Motion by Pfeifer to provide Sheriff Marvin with Candidacy List. Top three candidates shall be in alphabetical order. Remaining candidates shall be in numerical order. Second by Shepard. All present voting (AYE). Motion carried.

Discussion is held regarding Commission meeting when interviews are not being conducted to discuss future interview questions. A meeting will be held at a date and time to be determined.

**ADJOURMENT:** Motion by Shepard to adjourn meeting. Seconded by Brownell. All present voting (AYE). Motion carried. Meeting adjourned at 4:55 PM

These minutes are not official and are subject to change. They will be officially approved at the next Civil Service Commission meeting.

Respectfully submitted,

Donna Pfeifer, Secretary

Forest County Civil Service Commission