

**MINUTES FOR THE GREENFIELD POLICE & FIRE COMMISSION MEETING HELD AT THE LAW ENFORCEMENT CENTER,
COURT ROOM - 5300 WEST LAYTON AVENUE, GREENFIELD, ON THURSDAY, JANUARY 17th, 2019, AT 6:00PM**

1.	Meeting called to order at 6:05PM by Commissioner Cashmore, Chairperson.	<i>Call to order 6:05PM</i>										
2.	Pledge of Allegiance.											
3.	<p>Roll Call:</p> <table border="0"> <tr> <td>Commissioner Cashmore</td> <td>Present</td> </tr> <tr> <td>Commissioner Brown</td> <td>Excused</td> </tr> <tr> <td>Commissioner Clark</td> <td>Present</td> </tr> <tr> <td>Commissioner DeGaro</td> <td>Present</td> </tr> <tr> <td>Commissioner Springob</td> <td>Present</td> </tr> </table> <p>Also Present: City Attorney Brian Sajdak Human Resources Administrator Julie Foley</p>	Commissioner Cashmore	Present	Commissioner Brown	Excused	Commissioner Clark	Present	Commissioner DeGaro	Present	Commissioner Springob	Present	
Commissioner Cashmore	Present											
Commissioner Brown	Excused											
Commissioner Clark	Present											
Commissioner DeGaro	Present											
Commissioner Springob	Present											
4.	Approval of the Police and Fire Commission Minutes from the December 6th, 2018 meeting: Motion to accept minutes as written by Commissioner Clark, seconded by Commissioner DeGaro, unanimous acceptance.											
5.	Discussion/Decision on whether to stay in-house for search for new Police Chief: Motion to keep the search for the new Police Chief in-house made by Commissioner Springob, seconded by Commissioner Clark. Vote: 3 yes, 1 no. Motion passed.											
6.	<p>Discussion/Decision on job description for new Police Chief: All commissioners were previously provided and reviewed the job description for Police Chief.</p> <ul style="list-style-type: none"> • Motion by Commissioner Springob to amend the Police Chief job description to remove City residency requirement, based on the City's agreement with the police officers' union, seconded by Commissioner Clark. Motion passed unanimously. • Motion by Commissioner Springob to amend the job description, section #4, to state "all personnel" rather than "sworn personnel" in respect to the Chief overseeing personnel records, seconded by Commissioner Clark. Motion passed unanimously. • Motion by Commissioner DeGaro to amend the job description, section #1, to state "...to provide leadership in directing and supervising all personnel and resources of the department, which include but are not limited to the following activities...", seconded by Commissioner Clark. Motion passed unanimously. • Motion by Commissioner DeGaro to amend the "Equipment Used" portion of the job description to eliminate "typewriter" and update "computer terminal" to read "computer and associated software", addition of "taser", seconded by Commissioner Springob. Motion passed unanimously. • Motion by Commissioner DeGaro to amend the "Essential Duties and Responsibilities" portion of the job description to include "Analyzes trends and operations to ensure adequacy of services and monitors police calls and crime trends", seconded by Commissioner Springob. Motion passed unanimously. • Motion by Commissioner DeGaro to amend the "Essential Duties and Responsibilities" portion of the job description to include "Coordinates police department activities with those of other departments and outside agencies", seconded by Commissioner Clark. Motion passed unanimously. • Motion by Commissioner DeGaro to amend the "Essential Duties and Responsibilities" portion of the job description to include "Directs and develops short and long-range plans, goals and objectives for assigned operations", seconded by Commissioner Clark. Motion passed unanimously. • Motion by Commissioner DeGaro to amend the "Education and Experience" portion of the job description to read "Bachelor's Degree from an accredited college or university in Law Enforcement or related field. A Master's Degree is preferred in law enforcement or related field. At least ten (10) years progressively responsible experience in police operations including a minimum of seven (7) years managerial experience with a municipality of at least comparable size and 											

	<p>complexity as the City of Greenfield”, seconded by Commissioner Clark. Motion passed unanimously.</p> <ul style="list-style-type: none"> • Motion by Commissioner Springob to amend the “Education and Experience” portion of the job description to include “The City reserves the right to substitute any combination of education and experience in lieu of the above”, seconded by Commissioner DeGaro. Motion passed unanimously. 	
7.	<p>Discussion/Decision on job application for new Police Chief: Motion by Commissioner Springob to use the current City of Greenfield Application for Employment as provided by HR Administrator Julie Foley, seconded by Commissioner DeGaro. Motion carried unanimously.</p> <p>If passed at Common Council on 02/05/19, posting to be made citywide immediately, with applications and resumes to be accepted through 11:59PM on 03/10/19.</p>	
8.	<p>Discussion/Decision on interview process and future meeting dates for Police Chief position: Once applications are received and reviewed, candidate interviews may be scheduled, to be held in the Human Resources conference room at City Hall.</p> <p>Commission and Human Resources to begin to compile questions for candidate interviews.</p>	
9.	<p>Schedule meeting to interview prospective Police Officer: Meeting to interview prospective Police Officer for Monday, January 21st, 2019, at 6:00PM.</p>	
10.	<p>Invoices: Motion to accept and pay invoices from Tyre and Childs (\$510.00), Aurora (\$369.00), and Aurora (\$286.00) regarding recently sworn-in Officer Turner Panich by Commissioner Springob, seconded by Commissioner DeGaro. Motion passed by unanimous roll call vote.</p>	
11.	<p>New Business: Discussion regarding continuing practice of writing a letter of commendation and thankfulness to retiring Police Officers and Firefighters.</p>	
12.	<p>New Items for Placement on Next Agenda:</p> <ul style="list-style-type: none"> • Interview of Police Officer Candidate • Review and approval of job description for the position of Police Chief. 	
13.	<p>Adjournment: Motion to adjourn at 8:10PM by Commissioner DeGaro, seconded by Commissioner Clark.</p>	<p>Adjourn 8:10PM</p>

Respectfully submitted,

Patsy Cashmore - Chairperson