



## Meeting Minutes Police Commission Meeting August 13, 2024



The meeting of the Holmen Police Commission was held on Tuesday August 13, 2024, at the Holmen Police Department training room.

President Jeff Reiter called the meeting to order at 5pm.

Present at the meeting: President Jeff Reiter, Vice President Joe Kovacevich, Mary Beth Vahala, David Pehl and Andrew Truscott. Also in attendance were Administrator Scott Heinig and Chief Shane Collins.

**APPROVAL OF MINUTES:** David Pehl / Mary Beth Vahala motioned to approve the minutes of the October 24, 2023 meeting. The motion carried unanimously.

### **APPROVE THE CREATION OF THE MODIFIED/NEW POLICE DEPARTMENT ADMINISTRATION TITLES AND JOB DESCRIPTIONS:**

Administrator Heinig reported that, following the completion of the recent hiring process, it was decided to promote an internal candidate to the position of Lieutenant. Heinig also noted that revisions have been made to the job descriptions for the Chief and Lieutenants, and a new Captain position has been established within the department structure.

To ensure effective succession planning and align with the department's future needs, the job descriptions required updates to reflect new qualifications. The Chief's position now requires fifteen years of progressively responsible law enforcement experience, an associate's degree, completion of Command College, and a minimum of five years of supervisory experience.

The former Lieutenant's job description has been reclassified to that of the new Captain role, which requires ten years of law enforcement experience, an associate's degree, Command College or equivalent supervisory training, and at least two years of supervisory law enforcement experience.

The qualifications for the newly defined Lieutenant position have been revised to include five years of law enforcement experience, an associate's degree, and the completion of Command College as soon as practical. Additionally, job duties and responsibilities for the Lieutenant position have been updated accordingly.

Joe Kovacevich motioned to approve the creation of the modified/new police department administration titles and job descriptions. Mary Beth Vahala second the motion. Motion passed unanimously.

#### **APPROVE RE-CLASSIFICATION OF LIEUTENANT CODY SPEARS TO THE CAPTAIN POSITION**

Collins requested approval for the reclassification of Lieutenant Cody Spears to the position of Captain Spears, in line with the newly established Captain's job description. He and Heinig confirmed that the captain's job description mirrors the previous Lieutenant's job description, and that Cody's current job duties will remain unchanged. The new Lieutenant's job description has been updated to reflect the recent adjustments.

The commission inquired about potential changes to the pay grade associated with the position. Heinig explained that, in developing the captain's position, he ensured that the pay grade was set within the fair market range. He also took into account the management team and officers' contracts to determine an appropriate pay adjustment.

Heinig noted that the captain's position would be classified at two pay grade steps higher, while the Chief's position would be elevated by one pay grade step. The Lieutenant's pay grade would remain unchanged. These adjustments are set to take effect immediately following the next Village Board meeting and subsequent approval by the Board.

Dave Pehl motioned to approve the re-classification of Lieutenant Spears to the Captains position. Joe Kovacevich second the motion. Motion passed unanimously.

#### **APPROVE PROPOSAL TO POST FOR INTERNAL HIRING OF LIEUTENANT POSITION:**

Collins noted that with the reclassification of Cody Spears to the Captain position, a vacancy for the Lieutenant role has been created. Collins indicated that there are likely two to three qualified internal candidates who will apply for this position.

Heinig informed the commission that they have the option to either open the Lieutenant position to internal candidates only or to both internal and external candidates. Heinig emphasized that the earlier decisions made in the meeting have established a solid foundation for effective succession planning; however, the commission ultimately has the authority to determine how to proceed.

Mary Beth Vahala motioned to approve to post the Lieutenants position internally. Joe Kovacevich second the motion. Motion passed unanimously.

**CONFIRM DATE FOR LIEUTENANT'S INTERVIEWS:**

The commission approved September 24<sup>th</sup> at 4pm for the Lieutenant's interviews.

**ADJOURN:** David Pehl / Joe Kovacevich motioned to adjourn. The motion carried unanimously. The meeting was adjourned at 8:05pm.

A handwritten signature in cursive script that reads "Shane Collins".

Minutes by Shane Collins, Chief of Police