

MINUTES
WILLMAR POLICE COMMISSION
Monday, February 5, 2018

The annual mandatory meeting of the Willmar Police Civil Service Commission was held on Monday, February 5, 2018, at the Law Enforcement Center in Willmar.

Present were Police Civil Service Commission members Dennis Anfinson, Mike Kubesh and Earline Schulstad. Police Chief Jim Felt and Administrative Assistant Sue Edwards were also present.

The meeting was called to order by President Anfinson at 10:31 a.m. Newly appointed Commissioner Earline Schulstad was welcomed.

A motion was made by Commissioner Kubesh, seconded by Commissioner Schulstad, to approve the June 28, 2017 minutes as submitted. **Motion carried.**

The election of officers was held, with the positions rotating as follows: President – Dennis Anfinson; Vice President – Mike Kubesh; and Secretary – Earline Schulstad. It was decided that Commissioner Anfinson would remain as President to give new members time to adapt to their roles as Commissioners. A motion was made by Commissioner Kubesh, seconded by Commissioner Schulstad, to approve the elections as stated. **Motion carried**

Chief Felt explained that the Administrative Assistant job description had not been updated since 2000, so changes were made and approved by the City Council in 2017. He also explained that the Community Service Officer (CSO) job description, which is a part-time position, had not been included in the Rules and Regulations and should be added for continuity. After reviewing the Police Commission Rules & Regulations, and the changes/additions to the job descriptions mentioned, a motion was made by Commissioner Kubesh, seconded by Commissioner Schulstad, to recommend the Rules & Regulations remain as stated, along with the changes to the two job descriptions. **Motion carried.**

Chief Felt explained the hiring process for a police officer and the time it takes to get someone hired. He explained that two of our CSOs had been hired in our last hiring process. Discussion followed on changing how the police department could incorporate CSO's being hired as internal candidates, by potentially taking one of our part-time employees and hiring as a full-time officer, it would cut down on field training and the hiring time. The Commission agreed this is a direction they would like to go, so Chief Felt will put together more specific details on the hiring process for the Commission to review at a future meeting.

Miscellaneous

Chief Felt updated the Commission on the following:

- May potentially have two WPD officers retiring in 2018.

- Lakeland Elementary School is contracting with the Willmar Police Department for a ¾ time School Resource Officer.
- Officer Heck and Officer Hoppe have completed their field training and are patrolling on their own. They are doing well and are a great addition to the PD.
- K9 Major was scheduled to begin his narcotics training this week, but because of the Super Bowl / security, they postponed the training until the end of February.
- There will be a community picnic at Robbins Island the Friday of the Governor's Fishing Opener.
- The police department now has a drone and seven officers have gone through the FAA Pilot's licensing. It will be used for crime scene photography, accident scenes, etc. A policy is currently being developed for this.
- The WPD was involved in two large search warrants this last week involving drugs, weapons and explosives.
- WPD Community Programs will begin again in March with coffee with a cop and lunch with a cop. Also planning to hold the Community Day event again this year at Robbins Island, with Officer Alex Anderson heading this up.
- Will be transitioning away from the People On Watch (POW) program later this year and will start a Community Emergency Response Team (CERT) program in its place. FEMA started this program and it consists of 7 classes for citizens to learn First Aid, search and rescue, how to use fire extinguishers, etc. The idea is once a citizen has gone through the training, they could be called out to help emergency services in a catastrophic situation. The goal is to have the first class available for citizens in October.
- The police department has ordered 24 body cameras; the goal is to have one for every officer. A policy has been developed to outline specific guidelines. One citizen meeting has been held and the City Council would like the Chief to have one more public meeting before implementing the cameras.

There being no further business, a motion to adjourn was made by Commissioner Schulstad, seconded by Commissioner Kubesh. The meeting was adjourned at 11:25 a.m.

Secretary Earline Schulstad
by Sue Edwards